

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**January 14, 2020**  
**1:00 PM**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Public Hearing Minutes Bylaw 1313-19
  - November 26, 2019 and December 12, 2019
2. Council Committee Meeting Minutes
  - December 10, 2019
3. Council Meeting Minutes
  - December 10, 2019
4. Special Council Meeting
  - December 13, 2019

D. BUSINESS ARISING FROM THE MINUTES

- a) TC Energy Delegation

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - ASB Minutes November 6, 2019
  - ASB January 8, 2020
2. Councillor Rick Lemire – Division 2
  - Alberta Southwest Meeting January 8, 2020
  - Tourism Survey
  - 10 Year Tourism Survey
3. Councillor Bev Everts– Division 3
  - ORRSC Meeting Minutes September 5, 2019
  - Alberta Southwest Regional Alliance Meeting Minutes November 6, 2019
  - Alberta Southwest Bulletin December 2019
  - ASB Minutes November 6, 2019
  - ASB January 8, 2020
  - FCSS/Social Innovation Fund
4. Reeve Brian Hammond - Division 4
5. Councillor Terry Yagos – Division 5
  - Crowsnest Pincher Creek Landfill Association Minutes November 20, 2019

G. ADMINISTRATION REPORTS

1. Operations

a) Operations Report

- Capital Budget Summary, dated January 9, 2020
- PW Call Log, dated January 9, 2020

2. Development and Community Services

a) Agricultural and Environmental Services Activity Report

- Report from Environmental Services Specialist, dated January 7, 2020
- Call Log from Environmental Services Specialist, dated January 7, 2020

- b) Community Policing Report
    - For December 2019
  - c) Castle Mountain Area Structure Plan – Bylaw 1313-19
    - Presented for Second and Third Reading
3. Finance
- a) Amend Resolution 19/533
    - Report from Director of Finance, dated December 16, 2020
4. Municipal
- a) Chief Administrative Officer Report
    - Report from CAO, dated January 9, 2020
  - b) Appointment of Councillor to Joint Health and Safety Committee
    - Report from Administration, dated January 8, 2020

## H. CORRESPONDENCE

1. For Action
- a) Meeting Request with Minister Madu at 2020 Spring RMA Convention
    - Email from Jody Maull, Constituency Manager for Livingstone-Macleod, received December 19, 2019
  - b) Community Hall Request for Letter of Support
    - Email from Liza Dawber, Grants Specialist, dated December 19, 2019
  - c) OHV's in Castle Parks
    - Email from Gordon Peterson, dated December 17, 2019
  - d) Castle Management Plan
    - Email from Andrea Hlady, dated December 20, 2019
  - e) Brownlee LLP Emerging Trends in Municipal Law
    - Email invitation for upcoming seminars, received January 8, 2020
  - f) Letter from Joe Ceci, MLA, Critic for Municipal Affairs
    - Letter received January 9, 2020
  - g) Letters Regarding Emergency Services Funding Formula
    - Upcoming Meeting to Discuss

2. For Information

Recommendation to Council, dated January 9, 2020

- a) Notification of Alberta Health Services Emergency Medical Services (AHS EMS) Helicopter Air Ambulance Review
- b) Change to Meeting Date & Time; Highway 3 Twinning Development Association
- c) Highway 3 Twinning Development Association Minutes from December 6, 2019
- d) Beaver Mines Park Clean-up Date (May 9, 2020)
- e) Loyal Energy Canada Operating Ltd, request to attend Council meeting
- f) Letter from Town of Pincher Creek regarding Recycling Agreement
- g) Request for Donation, University of Providence ARGOS
- h) Community Foundation 2020 Friends of the Foundation Dinner
- i) Community Foundation Newsletter
- j) Foothills Little Bow Agenda for January 17, 2020 Meeting
- k) Municipal Affairs Assessment Models for Wells, Pipelines and Machinery
- l) Letter Regarding Livingstone-Porcupine Hills Recreation Advisory Group

## I. CLOSED MEETING SESSION

## J. NEW BUSINESS

## K. ADJOURNMENT

**MINUTES  
PUBLIC HEARING  
Municipal District of Pincher Creek No. 9  
Bylaw No. 1313-19  
Tuesday, November 26, 2019  
MD Council Chambers**

In order to receive public input on proposed Bylaw No. 1313-19, a Public Hearing, conducted by the Council of the Municipal District of Pincher Creek No. 9, was held on Tuesday, November 26, 2019, in the Council Chambers of the Administration Building.

In attendance:

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, and Executive Assistant Jessica McClelland

1. Call Public Hearing to Order

The Public Hearing was called to order, the time being 6:31 pm.

RECESS

Councillor Bev Everts

Moved that Council declare recess of the Public Hearing the time being 6:32 pm, with the Public Hearing to be reconvened December 12, 2019 at 6:00 pm.

RECONVENE

Councillor Terry Yagos

Moved that Council declare the Public Hearing reconvened, on December 12, 2019 the time being 5:59 pm with the following Council/Staff members in attendance:

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, and Financial Services and Planning Clerk Joyce Mackenzie-Grieve

Planners: ORRSC Senior Planner Gavin Scott, Assistant Planners Hailey Winder and Max Kelly

Carried

2. Advertising Requirement

The Public Hearing has been advertised in accordance with Section 607 of the Municipal Government Act. The Public Hearing was advertised in the Pincher Creek Echo and Shootin the Breeze on December 4 and December 11, 2019, as well as the MD website and MD Social Media pages.

3. Purpose of Public Hearing

The purpose of this Public Hearing is to receive public input on proposed Bylaw No. 1313-19. The purpose of Bylaw No. 1313-19 is to adopt the Castle Mountain Resort Area Structure Plan which will govern the future subdivision and development of the lands within the plan boundary.

4. Overview of Bylaw No. 1313-19

ORRSC Senior Planner Gavin Scott ORRSC provided an overview of Bylaw No. 1313-19.

Questions: none

5. Correspondence and Presentations

Dan McKim DU Ranch

- Thanked Council and appreciates what everyone has done initially and going forward for the CMR ASP

Darryl Murphy

- Thanked Council for all of the work they have done and support they have given CMR, it has taken years and negotiations and working back and forth to get where we are today.
- CMR important part of extended community
- Social and economic impact on Southern Alberta
- Request that future subdivisions would not involve cash payment from the Community Reserve. Use land rather than a full cash value settlement

Tim Luc

- Fourth year of owning property at CMR
- CMR is unique
- ASP is important for the future growth of CMR

James Tweedie

- As the document stands section 6 refers to possibility of EIA
- MD cannot deal with public lands
- Purpose of the Municipal Development Plan is to sustain the natural resources of Alberta
- Land and resources must be reviewed by the Province before we can seriously look at the aspirations that the company has within MD

Dave Clement

- 20 year member of CMR
- Sustainability is important, every year hundreds of children learning to ski – life long activity. Important to keep children active. Youth may be exposed to a new activity that becomes a lifelong passion.

James Tweedie

- Requested on Nov 8 and Nov 19 that Council postpone the scheduled Public Hearing
- The Government of Alberta issued a screening report on November 6<sup>th</sup>. The CMR will be directed to prepare an Environmental Impact Assessment (EIA), prior to approval of any expansion of CMR activities.

Gavin Scott, ORRSC Senior Planner – secure site identify how garbage, run off, cleanliness, developed on site stays on site. Dealt with the development side that's as far as we can take it. EIA would be done through the Provincial Government. Environment Impact of new development along with already existing development will be taken into consideration in the EAI.

Gordon Petersen

- Alberta Environment and Parks has stated the CMR will be directed to prepare an Environment Impact Assessment (EIA), due to potential environmental impact on wildlife, species at risk, adjacent protected areas, larger water requirements to support snow.
- The EIA report should be the first step in the process as the results could significantly impact what can be done in the area.
- It is premature for the MD of Pincher Creek to conduct a Public Hearing on Bylaw 1313-19 CMR Area Structure Plan.

Alberta Wilderness Association

- Requested on Nov. 21 that Council postpone the scheduled Public Hearing on CMR development plans until the EIA Report mandated by the Government of Alberta has been completed by CMR and reviewed by Alberta Environment and Parks (AEP).
- Nov 4 the government wrote “CMR will be directed to prepare an EIA report” due to significant potential environment impacts.
- The EIA is vitally important to the direction of the CMR ASP.
- Request that all hearings related to CMR development be postponed until CMR produces the EIA and AEP has reviewed and announced its findings.

Patrick Rogers

- CMR lease purchased in 2005. In the November 2005 CMR Tender Package stated no new buildings/lots south or west of the boundaries of Lot 111. The draft CMR ASP of June 2019 identifies a yellow shaded area defined as “future accommodations” south and west of Lot 111.
- Strong objection to development south or west of Lot 111 and request this area be removed from the next draft and the final CMR ASP.

Castle Mountain Community Association (Glenn Armstrong)

- Provided a slide presentation.
- Long-term sustainability is a concern, with ASP approval, critical sustainable development and predictability/certainty of land use for the community should be obtainable.
- CMR has been in business for 52 years. It is an Alberta business with growth potential and is a local economic engine during tough economic conditions province wide. Significant employer in the area.
- CMR provides significant benefits to the community
- Castle Mountain Community Association supports the CMR ASP.

Kevin Finn

- Gratitude, expressed thanks to Council and Advisors that have made this plan available.
- CMCA fully supports the Area Structure Plan and is against the EIA, the EIA is an attempt to place the ASP in regulatory limbo.

Dean Parkinson (Manager of Castle Mountain Resort)

- Policy 6.5.2 would require CMR to make a very large payment as soon as a subdivision is approved. Due to no guarantee that lots will sell and difficulty coming up with a large sum of money, request that Policy 6.5.2 be revised to delay paying the MD until the lots are sold.
- CMR is a 54 year old community owned, family friendly resort, surrounded by the Castle Provincial Park and Castle Wildland Provincial Park.
- CMR fully supports the CMR ASP. The plan encourages sustainable development of the resort.
- CMR is one of largest employers in the MD (peak 173 employees, 23 year round positions).
- CMR & CMCA property tax represents 12% of the MD’s property tax budget of \$3.6M
- CMR provides many benefits to the community.
- CMR ASP is integral to future sustainability.
- An improved ASP will benefit CMR and all stakeholders
- Environmental Stewardship very important to CMR

Further submissions are attached to, and forming part of these minutes:

- James Tweedie
- Gordon Petersen
- Grace Wark, Alberta Wilderness Association

- Patrick Rogers, Castle Mountain Resort
- Kevin Finn and Glenn Armstrong, Castle Mountain Community Association
- Dean Parkinson, Castle Mountain Resort
- Heather Dent, AB Environment and Parks

6. Closing Comments / Further Questions

None

7. Adjournment

Councillor Terry Yagos

Moved that the meeting be adjourned, the time being 7:02 pm.

Carried

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Reeve

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Chief Administrative Officer

## Submission No. 1

Please find attached (and copied below...old computer here) a second letter to Council requesting that your Public Hearing scheduled for Nov 26th be postponed until such time as CMR Inc has completed the EIA required by AEP Director of Assessment. Thanks you for your attention to this matter. James Tweedie

To: Council, M.D. of Pincher Creek  
From: James Tweedie  
Box 115, Lundbreck, T0K 1H0

Nov 19th 2019

re: Scheduled "Public Hearing" on Castle Mountain Resort's Area Structure Plan

Further to my request to Council made on Nov 8th that Council postpone the scheduled Public Hearing and in response to Council's decision to go ahead with this Public Hearing at this time, I would like to put my concerns about this on the record.

From the outset of CMR's planning process for a new Area Structure Plan (ASP) for their privately held lands in the Westcastle Valley within the jurisdiction of the MD of Pincher Creek, the MD has been an active participant (in the persons of Gavin Scott and Roland Milligan) in the overall Advisory Group for CMR's current Master Development Plan. As participants they have been fully aware over the past 4 years (at least) that CMR's ambitions for the Resort are predicated on CMR's ability to expand their operations both spatially and seasonally to exploit ecological resources associated with the the wilderness and wildland values currently protected through the designation of the Castle Provincial and Wildland Parks.

The MD has therefore been fully aware that CMR's ambitious development scenario at the Resort would be contingent on such development being compatible with the provisions of Alberta Environment and Parks for the surrounding public lands. They have been aware from the outset, through their colleagues on the Advisory Group from AEP, Rob Simieritsch and Peter Swain, that the Government of Alberta might require CMR to carry out an Environmental Impact Assessment Report, before any of the expansion of their activities contemplated by CMR would be approved.

As I noted in my letter to Council on Nov 8th, the Government of Alberta issued its "Screening Report for Castle Mountain Resort Inc's Master Development Plan" on Nov 6th. In that Report the Director considered a number of concerns raised by staff from AEP as well as others that have been well-known to the MD since this planning exercise started. It should therefore be of no surprise to the MD that the Director's conclusion reads: ***"Given the information above, the CMR will be directed to prepare an ELA report. This is due to the potential significant adverse effects: on wildlife and species at risk, to adjacent protected areas such as the Castle Wildland Provincial Park, and from larger water needs to support snowmaking and domestic use and treatment of water."*** (pp.11,12)

## **Submission No. 1**

In light of this not-unexpected decision, (personal communication from Roland Milligan) I re-iterate my request that, in the interests of fair public process, the MD of Pincher Creek postpone any Public Hearing on CMR's development plans for their private lands until the EIA Report has been completed by CMR and approved by AEP.

Thank you for your attention to this matter,

James Tweedie



November 20, 2019 (Part 1)

Mr. MacCulloch,

Given that Alberta Environment and Parks has made the decision to require Castle Mountain Resort to prepare an Environmental Impact Assessment for their project, it is premature for the MD of Pincher Creek to conduct a Public Hearing on *Bylaw 1313-19 CMR Area Structure Plan*. Clearly, the EIA may put restraints or limits on, or require changes to, any of the developments contemplated in CMR's ASP.

To avoid wasted time and effort, and to avoid the need to change or adjust plans to conform with the requirements resulting from the EIA, it would be in the best interests of the public, the MD, and CMR itself to wait until after the EIA has been completed to deal with the ASP. **It is hard to see how meaningful comment could be made on the ASP until after the EIA has been completed.**

I request that you postpone the Public Hearing on *Bylaw 1313-19 CMR Area Structure Plan* until after the EIA has been completed and reviewed.

Sincerely,

Gordon Petersen  
P.O. Box 2668  
Pincher Creek, AB  
T0K 1W0

November 20, 2019 (Part 2)

I understand that the ASP is dealing with the private lands within the base area. I also understand that there are issues with the current ASP.

You'll know from the *Screening Report for Castle Mountain Resort Inc.'s Proposed Master Development Plan*, that Alberta Environment and Parks has said:

***the CMR will be directed to prepare an EIA report. This is due to the potential significant adverse effects:***

- on wildlife and species at risk,***
- to adjacent protected areas such as the Castle Wildland Provincial Park, and***
- from larger water needs to support snowmaking and domestic use and treatment of water.***

Clearly, adverse environmental findings on any of these issues could restrict the type or amount of development allowed within in the base area. As an example, as EIA could restrict further base development because of the effects of that development on wildlife and species at risk (e.g. Westslope Cutthroat Trout), or because of water issues.

## Submission No. 2

Further, adverse environmental findings could also restrict the type or amount of development allowed *outside the base area* and hence the need for development, and the desirability and value of properties within the base area. For example, the building of additional accommodations that was predicated on having a reliable ski season based on snow making may be unneeded or crash in value if there is insufficient water to make snow.

While these issues are of great concern to the public, they should be of equal concern to both the MD and CMR. Proceeding with development in the face of this uncertainty would be very risky indeed.



Alberta Wilderness Association  
"Defending Wild Alberta through Awareness and Action"

November 21, 2019

Council MD of Pincher Creek: [communications@mdpincercreek.ab.ca](mailto:communications@mdpincercreek.ab.ca)

Troy MacCulloch, Chief Administrative Officer, MD Pincher Creek: [cao@mdpincercreek.ab.ca](mailto:cao@mdpincercreek.ab.ca)

Councillor Quentin Stevick: [councilDiv1@mdpincercreek.ab.ca](mailto:councilDiv1@mdpincercreek.ab.ca)

Councillor Bev Everts: [councilDiv3@mdpincercreek.ab.ca](mailto:councilDiv3@mdpincercreek.ab.ca)

Councillor Terry Yagos: [councilDiv5@mdpincercreek.ab.ca](mailto:councilDiv5@mdpincercreek.ab.ca)

Reeve Brian Hammond: [councilDiv4@mdpincercreek.ab.ca](mailto:councilDiv4@mdpincercreek.ab.ca)

Deputy Reeve Rick Lemire: [councilDiv2@mdpincercreek.ab.ca](mailto:councilDiv2@mdpincercreek.ab.ca)

**RE: Public Hearing on Bylaw 1313-19 CMR Area Structure Plan**

Dear Council Members,

Alberta Wilderness Association (AWA) is writing to respectfully request that the MD of Pincher Creek postpone any Public Hearing on Castle Mountain Resort's (CMR's) development plans for their private lands until the EIA Report mandated by the Government of Alberta has been completed by CMR and reviewed by Alberta Environment and Parks (AEP).

On November 7, 2018 AWA wrote to AEP requesting that an EIA be required before considering CMR's proposal for expansion (AWA's letter is attached). On November 4, 2019, the government wrote "CMR will be directed to prepare an EIA report. This is due to the potential significant adverse effects: on wildlife and species at risk, to adjacent protected areas such as the Castle Wildland Provincial Park, and from larger water needs to support snowmaking and domestic use and treatment of water." (Government of Alberta - Screening Report for Castle Mountain Resort Inc's Master Development Plan pp.11,12).

AWA has a long-standing history of engagement and caring concern for this region. Indeed this is the area AWA's founding members were most concerned about when they formed the association. They knew this area was of great significance to wildlife and wilderness and needed protection. Designation of the parks was an excellent and progressive move towards protecting and allowing restoration of the area. The recently mandated requirement that CMR prepare an EIA is another important part of the renewal process. Vitally important direction will be part of the EIA review and while it may seem efficient to the Council to proceed with revising and renewing an outdated Area Structure Plan (ASP), it is absolutely counter to the intent and the benefit you will have in your decision making when the EIA is completed.

AWA believes adverse environmental findings on any of the issues identified by the government would restrict the type or amount of development allowed *within in the base area*. The effects of development on wildlife and species at risk or because of water issues would negate any expansion and further development by CMR. In an era of budgetary restraint, investing time and money holding a hearing on development plans when it is reasonable to expect at least some findings within an EIA would provide restrictions, it makes sense to wait until CMR produces the EIA and AEP has reviewed and announced its findings.

We respectfully request you postpone all hearings related to development by CMR whether on their private land or on public lands until an EIA is produced and recommendations from AEP are announced.

Yours truly,

ALBERTA WILDERNESS ASSOCIATION

Grace Wark,  
Conservation Specialist

cc: Roland Milligan, Director Development and Community Services: [rmilligan@mdpincercreek.ab.ca](mailto:rmilligan@mdpincercreek.ab.ca)

Margot Trembath, Environmental Assessment Coordinator, Environment and Parks: [margot.trembath@gov.ab.ca](mailto:margot.trembath@gov.ab.ca)

Brad Tucker, Senior Planner, Parks South Region, Environment and Parks: [brad.tucker@gov.ab.ca](mailto:brad.tucker@gov.ab.ca)



November 7, 2018

Margot Trembath  
Environmental Assessment Coordinator, Alberta Environment and Parks  
[environmental.assessment@gov.ab.ca](mailto:environmental.assessment@gov.ab.ca)

**RE: Proposed Expansion of Castle Mountain Resort**

Dear Ms. Trembath,

Alberta Wilderness Association (AWA) is writing to request that an Environmental Impact Assessment (EIA) be conducted for Castle Mountain Resort Inc.'s (CMR) proposed expansion. Founded in 1965 and with over 7,000 members and supporters in Alberta and across Canada, AWA is committed to the conservation of Alberta's wildlife, wild waters, and wild spaces.

AWA's request is based on the following:

- 1. An EIA should be conducted to assess any potential risks to the ecological integrity of Castle Wildland Provincial Park and Castle Provincial Park.** The 1993 approval of Vacation Alberta's Master Plan by the Natural Resources Conservation Board (NRCB) was based on the condition that an adjacent area of wildland would be protected, which was met by the recent establishment of the Castle Parks. AWA believes that CMR's proposal to expand its boundaries into the Castle Parks may not only have negative impacts to the adjacent wilderness, but may also violate the terms of the 1993 NRCB decision.
- 2. The proposed carrying capacity of 3,952 users/day exceeds the 1993 NRCB decision of 3,200 users/day.** AWA requests that, at minimum, CMR adhere to the original conditions of the 1993 NRCB decision and that an EIA be conducted to ensure that *any* expansion poses no further risk to ecological values of the Castle Parks.
- 3. Withdrawals taken from Haig Creek may reduce the surface flows of the West Castle River.** CMR's proposal includes the withdrawal of 35,922 m<sup>3</sup> of water for the purposes of snowmaking from Haig Creek, a tributary of the West Castle River. Part of the 1993 NRCB decision required that CMR "shall not take water for use in the project in a manner that will result in a reduction of surface flows of the West Castle River". AWA requests that an EIA assess any risk that water withdrawals for snowmaking pose to the surface flows of Haig Creek and the West Castle River.

We look forward to your timely response.

With regards,  
ALBERTA WILDERNESS ASSOCIATION

Grace Wark, Conservation Specialist

cc:

Brad Brush, General Manager, Castle Mountain Resort Inc., [brad.brush@skicastle.ca](mailto:brad.brush@skicastle.ca)

Julie MacDougall, Castle Parks Planner, Alberta Environment and Parks, [julie.macdougall@gov.ab.ca](mailto:julie.macdougall@gov.ab.ca)

Patrick Rogers  
347 Varsity Close NW  
Calgary, AB  
T3B 2Y9

November 18<sup>th</sup>, 2019

Troy MacCulloch  
Chief Administrative Officer  
MD of Pincher Creek No. 9  
Pincher Creek, AB  
TOK 1W0

***Re: BYLAW No. 1313-9: Concern over CMR Area Structure Plan: Land Use Section 5.13: Map 4,  
"Future Accommodations" adjacent to existing Lot 111***

Troy,

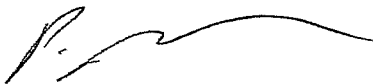
I currently lease Lot 111 at Castle Mountain Resort, in the south end of the current existing residential area. I purchased the lease in 2005. In the November 2005 CMR Tender Package, it was described that there would never be any new buildings/lots south or west of the boundaries of Lot 111. I observe that in the draft CMR ASP of June 2019, there is a yellow shaded area defined as "future accommodations" south and west of Lot 111.

I have an extreme issue with this potential future development adjacent to my lot, as the lot tender package of 2005 describes that no development south or west of Lot 111 would occur, due to a 30 m buffer, "which will never be built on", from the Gravenstafel Brook. It was under this understanding that I purchased the lease for Lot 111.

I have included a copy of the original November 2005 CMR Tender Package, describing the buffer (see page 2, under "Description of Lots"), as well as maps 3 & 4, showing Lot 111 next to the proposed yellow shaded area marked for future accommodations. Please review the documentation provided and feel free to call me at 403-671-1914 to discuss the matter further. I would like the yellow shaded areas described as future accommodations, adjacent to Lot 111, to be removed from the next draft and the final CMR Area Structure Plan.

Thank you for your understanding and consideration on this matter. I look forward to your response.

Sincerely,



Patrick Rogers

Cell: 403-671-1914



Box 610  
Pincher Creek, AB.  
T0K 1W0  
Phone (403) 627-5101  
Fax (403) 627-3515  
[www.castlemountainresort.com](http://www.castlemountainresort.com)  
[andrewr@castlemountainresort.com](mailto:andrewr@castlemountainresort.com)  
[brian@castlemountainresort.com](mailto:brian@castlemountainresort.com)

## Preface

This Public Tender Package is to inform interested parties how to submit an offer to purchase one or all of the available lots at Castle Mountain Resort (CMR). CMR will be following this public tender process in order to sell: two Fourplex lots and two Single Family lots. In this package there is information regarding the tender process, description of lots, background information about CMR, CMR corporate structure, yearly costs, rental pools, guidelines for the different Phases of construction and architectural guidelines.

This is an exciting time in the development of CMR and this package is the next step for interested parties to become involved with Alberta's only resort with privately owned ski-in, ski-out accommodations. As there is a limited number of lots in CMR's envisioned build out, values are certain to increase.

## Tender Process and Reserve Prices

The Tender Process will be open until ~~3:00 P.M. November 10, 2005~~. All offers must be in a hard copy form at CMR's office by this time. Late submissions, delayed by their method of delivery, will not be accepted. This process is open to any interested parties. An independent observer will be present at the time when CMR officials determine the successful tenders to ensure that there is no special consideration given to any one party.

All interested parties can have a tender package mailed or emailed to them or they can access this tender package from the CMR website [www.castlemountainresort.com](http://www.castlemountainresort.com). The Tender form, which is part of the package, must be completed in its entirety. Any packages missing this form will not be accepted. All tenders must be mailed or couriered to CMR. CMR is not responsible for tenders that are not received before 3:00 P.M. November 11, 2005 deadline.

~~A tender offer must include the completed tender form, a cheque for \$5,000.00 to CMR and any other information the interested parties feel is pertinent.~~ The \$5,000.00 cheque will only be deposited when a tender is accepted and will be non-refundable to the successful tender party should that party decide to rescind their offer. All other cheques will be returned to the unsuccessful tender parties. Tenders will be collected by CMR Board of Directors and Management at the specified deadline for review by a CMR committee. The successful parties will be notified immediately after a decision is made and the unsuccessful parties will receive their Cheque and a thank you letter in the mail.

CMR has set a reserve price for each of the lots available, which is non-negotiable. These reserve prices are the minimum price that CMR will accept for each lot. The reserve price for each of the fourplex lots [90 & 91] is \$255,000.00. The reserve price for lot # 45 is \$175,000.00. The reserve price for lot # 111 is \$200,000.00. Terms for payment of each lot should be indicated in the appropriate section of the tender form. CMR will give consideration to the final offering price and the terms of payment when determining the successful tender bids. For example, a cash offer of \$255,000.00 will be more attractive to CMR than an offer of \$255,000.00 with a payment schedule.

## Description of Lots

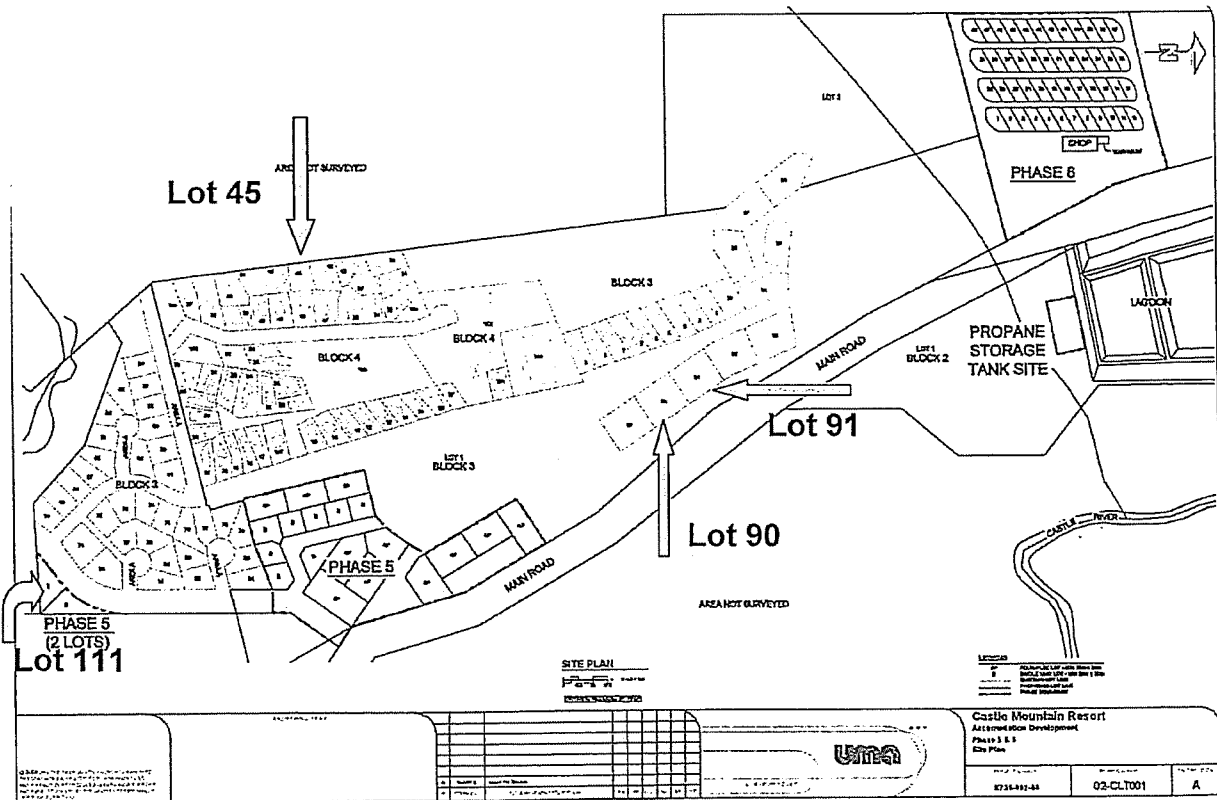
As mentioned before, there are two fourplex lots and two single family lots available. The fourplex lots are designated for four townhouse style condo units. The single family lots can only have one household unit built on each. All lots will have electrical, water and sewer services provided to the property line. A propane distribution system will provide gas to each lot in the near future and it will be a requirement that all properties are connected to this system. It will be the owner's responsibility to connect these services to their buildings.

The map gives an overview of the resort base area. The fourplex lots are lots # 90 & # 91, which are along the north-eastern edge of the main parking lot. They are 36m X 32m with 36m being the front edge of the property. These lots are directly accessed from the main parking lot and will have relatively unobstructed views to the east and west. A short walk across the parking lot will have people on the Blue chair without breaking a sweat. Walk-out basements are a possibility for all units on these lots.

The two single family lots are # 45 & # 111 and are on the western edge and the southeast corner of the base area. Lot # 45 is in phase 1 and measures 24m X 18m approx. This lot is true ski in ski out with walk in winter access only. A legal survey of lot #111 will be done in October of 2005 and measures 35m deep by 50m +/- wide [approx]. This lot will be very attractive to nature lovers as it backs onto Gravenstafel Brook. There is a 30m buffer between the lot line and river, which will never be built on so the green space along the back edges of this lot will remain as it is now. This lot is ski-in and has a small uphill walk to ski-out. Access to it is from the main ring-road in Phase 2.

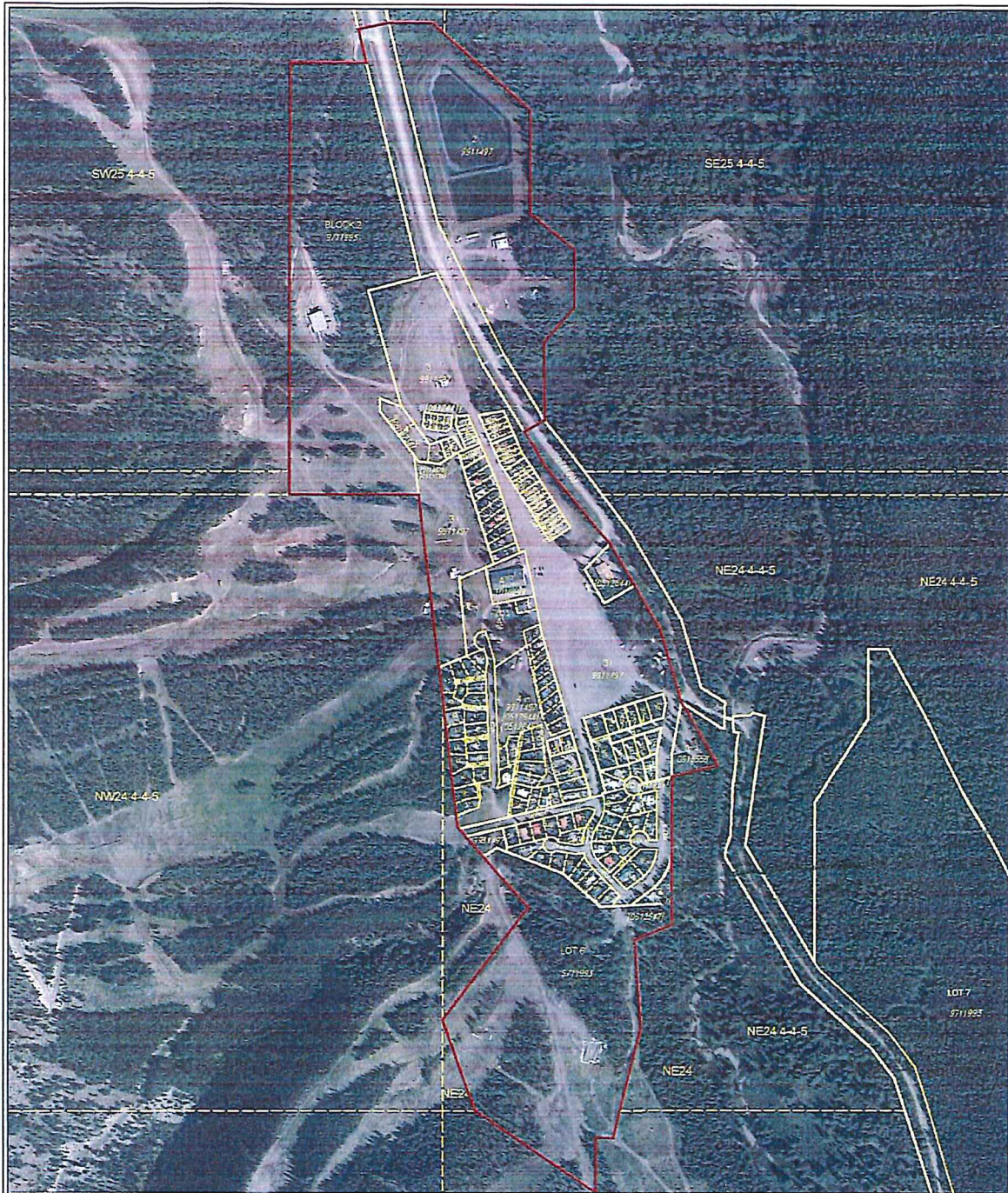
The lots that are available through this tender process will be required to follow the guidelines laid out in either the Phase 4 Comprehensive Siting Plan [lots 90-91] or the Phase 5 Comprehensive Siting Plan [lot 111] which are included in this package. All lots as well as lot # 45 are required to follow the architectural guidelines, which are also included in this package will give clear ideas of the type of construction possible on these lots.

All lots at CMR are Leasehold Title lots and include a 40 year lease. The leases are with CMR inc., owners are required to be shareholders in the corporation, which provides security in the extension of these leases. The lots that are currently for tender will require the final title holder to buy two voting shares in CMR Inc. in the current common share offering. This means that the purchaser of the single family lots will be required to buy shares as part of their purchase and that there will be shares put in trust for the final condo unit owners to purchase when they take possession of their unit.





Castle Mountain Resort Area Structure Plan – DRAFT



M.D. OF PINCHER CREEK No. 9  
CASTLE MOUNTAIN RESORT  
AREA STRUCTURE PLAN  
Bylaw No: \_\_\_\_\_  
Date: June 2019

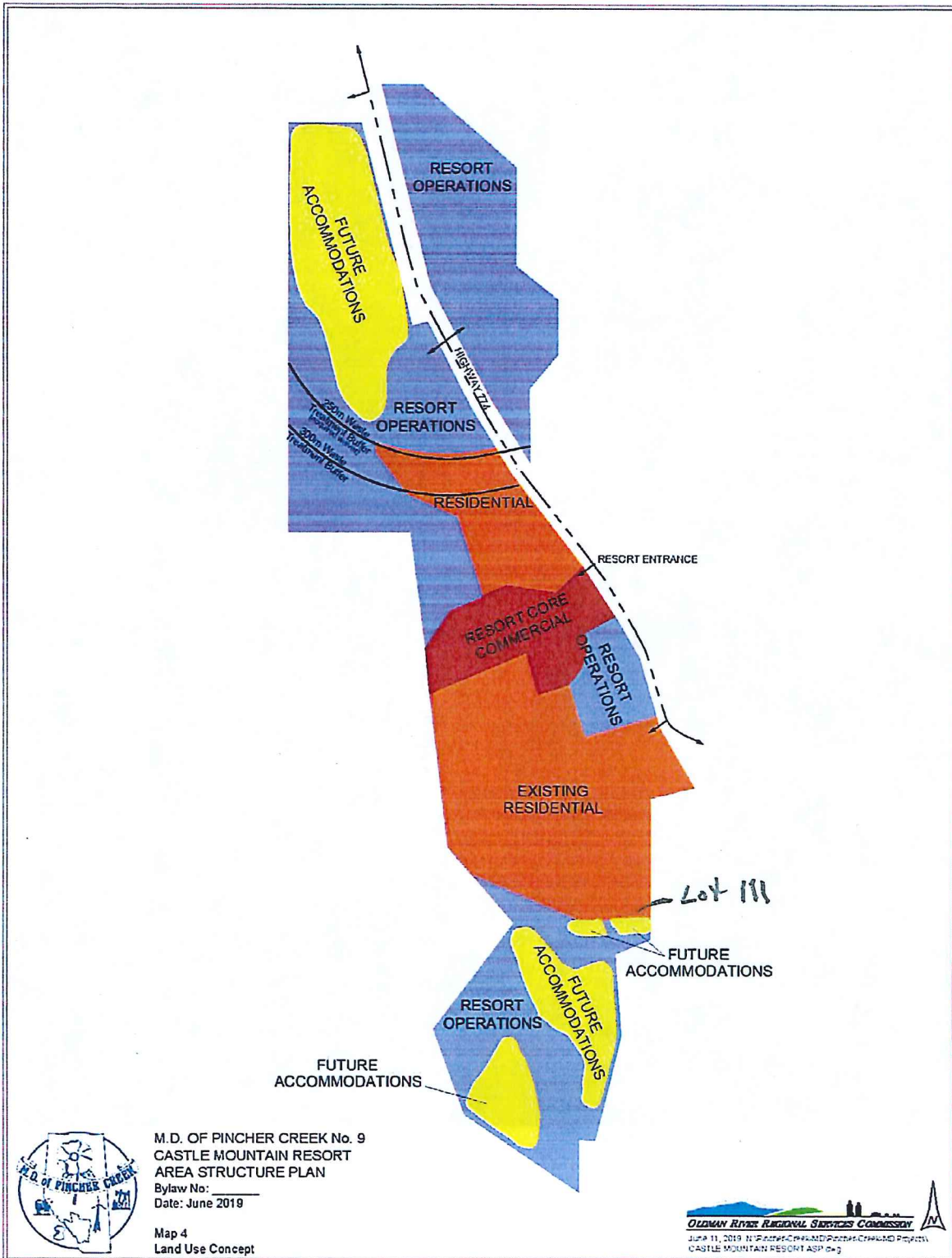
Map 3  
ASP Boundary

Aerial Photo Date: 2015



June 11, 2019 // Pincher-Creek-NO-Pincher-Creek-NO-Project-1  
CASTLE MOUNTAIN RESORT ASP.dwg

Castle Mountain Resort Area Structure Plan – DRAFT



## Submission No. 5

November 26, 2019

Letter of ASP support from the Castle Mountain Community Association

Councilor's Quinten Stevick, Bev Everets, Brian Hammond, Terry Yagos, Rick Lemire

CMCA Castle Mountain Community Association

CMR Castle Mountain Resort

LSA Livingstone Ski Academy

The CMCA is a proud organization and is appreciative to have been able to provide our input perspective to the CMR ASP. CMCA thanks the MD staff, consultants and councilors for their commitment to achieving a balanced ASP that will provide benefits for all. During this lengthy process, the opportunity to provide input may be attributed to increased communication between the organizations. With ASP approval, critical sustainable development and predictability/certainty of land use for the community should be obtainable. Long-term sustainability has been the major concern of our community since its inception.

The current the downturn in the Alberta energy sector, indicate more than ever the necessity of having viable businesses within the MD Pincher Creek. With Alberta insolvencies skyrocketing by more than seventy percent since the 2015 levels (Calgary Herald Nov 19, 2019 and the Conference Board of Canada in its November 2019 reporting), Calgary and Edmonton will post the weakest economic performance among 13 major Canadian cities for 2019. CMR is an Alberta business with growth potential and is a local economic engine.

CMR is now in its 52nd season and provides greater recreational opportunities for Albertans following a significant investment in snow sustainability, with its first season featuring man-made snow on key ski runs. We believe this investment will result in a longer and more durable ski season and appeal to a broader cross section of the snow sports community. Additionally CMR currently provides substantial employment for the region, and contributes to the tax base for the MD. CMR offers world class expert downhill skiing and snowboarding and attracts skiers from Pincher Creek, Lethbridge, Alberta, Canada and around the world. The resort offers a Disabled Skier/Boarder program, Ski Racing and Freestyle programs. One of the great advantages of the continued successful resort operation is the educational opportunities for the youth of the municipal district and region. The resort is also the home hill of the LSA program, a unique partnership between CMR, CMCA and Livingstone School in Lundbreck. LSA is developing a global reputation by attracting students from Europe and the US, in addition to students from Pincher Creek, Crowsnest Pass and region. Restoration of the student population of the Livingstone school ensures it remains accessible to local students and enhances Lundbreck.

Alberta Parks now surrounds CMR and Community and uses the resort as a commercial hub for visitors to the Park. CMR and CMCA are working to develop snowshoeing, cross-country skiing, summer and winter mountain biking, hiking, rock climbing and other outdoor pursuits to engage the interests of all Albertans.

CMR and community support local businesses in supply, service and construction on many levels. It also enables substantial tourism for the region.

Please consider this letter from the CMCA as one of support for the CMR ASP. The association hopes to have a continued productive relationship with both the MD of Pincher Creek and the town of Pincher Creek for the benefit of local Albertans and visitors alike.

Kevin Finn CMCA President

Glenn Armstrong CMCA Director/Communications

Representatives for CMCA

## Submission No. 6

**From:** [Dean Parkinson](#)  
**To:** [Roland Milligan](#)  
**Subject:** Policy 6.5.2  
**Date:** November 26, 2019 12:41:38 PM

---

Hi Roland,

I had a call a few minutes ago from one of our larger shareholders and I thought he brought up a great point. He asked if we'd picked up on the fact that Policy 6.5.2 would require us to make a very large payment as soon as we have an approved subdivision. As a business that is continually strapped for cash this would mean that we would have to upfront a very large sum of money with no guarantee that the lots will sell. We believe some lot leaseholders will keep on leasing.

Is there a way to change the language of 6.5.2 so that we can delay paying the MD until we're able to sell the lots? Leaving the language as it is creates a significant barrier that would effectively prevent us from subdividing.

I thought it might be better to bounce this off you now versus tonight.

Thanks,

Dean

### **Dean Parkinson**

Director, Finance & Inside Operations

Castle Mountain Resort

Office: 403-627-5101 x 225

Cell: 403-510-0964

[dean.parkinson@skicastle.ca](mailto:dean.parkinson@skicastle.ca)

<http://www.skicastle.ca>

### Presentation to MD Council Castle Mountain Area Structure Plan December 12, 2019

Good evening everyone. My name is Dean Parkinson and this is Jason Crawford [NTD: or reverse]. Together we manage Castle Mountain Resort. Castle is a 54 year old family friendly, community owned resort nestled in the Westcastle Valley and proud to call the MD of Pincher Creek our home. We are surrounded by the newly created Castle Provincial Park and the Castle Wildland Provincial Park.

We are very grateful to the council and the MD team for having created this area structure plan that balances the interests of the community, the MD, and the province. Castle fully supports this plan. The ASP's vision includes: guiding development in a sensitive environment while fulfilling recreation and tourism needs for Alberta. The plan encourages sustainable development of the resort by:

- 1) Minimizing effect of resort use and development on adjacent lands
- 2) Designing the resort for optimal use of infrastructure and capital improvements
- 3) Recognizing water as a valuable resource to be preserved, protected, and used wisely.
- 4) Following sequential approval processes required at the municipal, provincial and federal level to ensure appropriate development

### Castle, Community, and the MD

We wanted to give everyone a picture of where Castle Mountain fits within the MD:

- Castle is one of the largest employers in the MD
- At our peak we employ 173 employees; 23 are year-round positions
- This equates to 80 full time equivalent positions
- Our annual payroll ranges between \$2.7M to \$2.8M
- Total Revenue \$4.9-\$6.2M; indirect revenue to local businesses well into the millions of dollars.
- Cumulative CMR & CMCA property taxes last year were \$443,000. This represents 12% of the MD's property tax budget of \$3.6M. For context, the MD's Parks and Recreation 2019 budget is \$483k; the taxes collected from the Castle community would cover 97% of the Parks & Recreation budget.
- Livingston Ski Academy. Castle supports the Livingston Ski Academy by providing the mountain and experienced coaching staff to further the skills of the LSA students.
- Castle provides world class winter outdoor recreation for the community.
- Environmental Stewardship – Castle has Recycling programs, Water conservation programs, is working on Whitebark Pine Certification, and is implementing our Environmental Management Plan which is included in the ASP.
- Customer Demographics: 33.7% are local; 14.7% are from Lethbridge; 11% are from Calgary; & 9% are from Okotoks. We see guests from all over the world, most notably the US, Great Brittan, Germany and Australia.

### CMR Financial Sustainability

- Like all ski areas, Castle's financial viability hinges on the number of skiers visiting during a season. Last year CMR attracted just 74,000 skiers. In the past CMR has been able to attract up to 94,000 skiers.
- Research by the Canada West Ski Areas Association indicates that for a ski resort to be financially sustainable, it needs to consistently have over 100,000 skier visits.
- In 23 years of operations, we've had 12 years of financial losses and only 11 years of making money. Last season Castle lost \$468,000.

## **Submission No. 6**

- Cumulative capital spending over the last 23 years is \$17.5M and was enabled as result of leasing our base area lots. Funds from these leases have built a Daylodge, staff accommodation, maintenance shop, 4 chairlifts, water & sewage systems, gas distribution system, and most recently a snowmaking system. These investments have built an excellent outdoor recreation facility.
- Being financially sustainable means more full-time jobs for members of our community, increased taxes, spinoff revenue to all the tourism related businesses, and supports the lifestyle we enjoy in the MD.
- We continue to incrementally improve the hill every day and remain financially self sufficient

### **We believe an approved ASP will help CMR and will benefit all stakeholders by:**

- 1) Providing a roadmap for sustainable development in a sensitive area while driving our shared objectives of environmental stewardship, tourism, and economic development.
- 2) Improving demand for property with the potential for freehold title for our subdivided lots. The current lease structure creates unfavorable mortgage issues.
- 3) Providing a clear path forward to achieve titled lots in the base area.
- 4) Creating favorable economic outcomes such as increased tax base, renewed investment, higher employment, & increased tourism money flowing into the economy to support all local businesses.
- 5) Preserving and enhancing environmental values without unduly precluding people
- 6) Continuing to follow a well-defined sequence of approvals at Provincial and Municipal levels before any construction beyond current approval levels can be undertaken
- 7) Supporting each level of government in following their required processes for development without putting in place artificial, costly and unnecessary barriers to sustainable development

For all the reasons just reviewed we believe the ASP amendment should proceed as submitted.

## Roland Milligan

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**From:** Roland Milligan  
**Sent:** November 25, 2019 7:46 AM  
**To:** 'Gavin Scott'  
**Subject:** RE: Environmental Assessment - Castle Mountain Resort Inc. Future Development

Thanks Gavin,  
As you have been saying since the beginning of all this.  
Roland

---

**From:** Gavin Scott <[gavinscott@orrsc.com](mailto:gavinscott@orrsc.com)>  
**Sent:** November 23, 2019 9:52 AM  
**To:** Roland Milligan <[AdminDirDev@mdpincercreek.ab.ca](mailto:AdminDirDev@mdpincercreek.ab.ca)>  
**Cc:** Troy MacCulloch <[CAO@mdpincercreek.ab.ca](mailto:CAO@mdpincercreek.ab.ca)>  
**Subject:** FW: Environmental Assessment - Castle Mountain Resort Inc. Future Development

FYI

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**From:** Heather Dent [<mailto:Heather.Dent@gov.ab.ca>]  
**Sent:** Friday, November 22, 2019 3:43 PM  
**To:** Gavin Scott <[gavinscott@orrsc.com](mailto:gavinscott@orrsc.com)>  
**Subject:** RE: Environmental Assessment - Castle Mountain Resort Inc. Future Development

Hi Mr. Scott,

I offer the following information for your consideration.

As you are aware, Castle Mountain Resort Inc. (CMR) submitted a request for a determination of whether the full expansion of activities as outlined in the Castle Mountain Resort Master Development Plan would require an Environmental Impact Assessment (EIA) report. As a result of the Screening process, a decision was made that CMR will be directed to prepare an EIA report for the activities outlined in that Plan. The focus of an environmental assessment process through Alberta Environment and Parks would be on the expansion and diversification of CMRs winter and summer activities on the DLO and beyond.

The process and any resulting regulatory approvals would not cover existing development as previously approved (through Alberta Environment and Parks approvals i.e. the Environmental Protection and Enhancement Act) but an EIA must take into consideration cumulative effects and so the impact of new development in addition to all existing and approved developments must be examined in the report.

Municipalities processes (including Area Structure Plans) are entirely separate from Alberta Environment and Parks mandate and roles. It is appropriate for CMR to continue to working on the Area Structure Plan. It appears the MD is attempting to update the area structure plan and that the plan would be limited to approvals already issued by Alberta Environment and Parks.

The updating of the Area Structure Plan does not impact or negate the work that would be required by CMR to develop an environmental impact assessment. It also does not allow them to expand beyond their current approvals issued by Alberta Environment and Parks.

I hope you find this helpful. Please let me know if you have any additional questions or concerns.

**Heather Dent**

Provincial Approvals Section | Alberta Environment and Parks  
5 Floor Petroleum Plaza - South Tower | 9915 - 108 Street | Edmonton | T5K 2G8  
W: 780.427.9335 | C: 587.983.3048 | [heather.dent@gov.ab.ca](mailto:heather.dent@gov.ab.ca)

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**From:** Gavin Scott <[gavinscott@orrrsc.com](mailto:gavinscott@orrrsc.com)>  
**Sent:** November 21, 2019 10:37 AM  
**To:** Heather Dent <[Heather.Dent@gov.ab.ca](mailto:Heather.Dent@gov.ab.ca)>  
**Subject:** Environmental Assessment - Castle Mountain Resort Inc. Future Development

Heather

The MD of Pincher Creek has been working toward an updated Area Structure Plan (ASP) for the existing private developable land at the Castle Mountain Ski resort. The previous plan was done in 2002 and has run its course as far as being effective in dealing with land use matters. The new plan seeks to put in measures that control development and its impact on the adjoining park land some of which is under DLO 781449. The new document does not expand the development approvals that were previously granted to allow 225 dwelling units at the site (which is supported by a water treatment plan designed for that growth cap).

A copy of the document can be made available to you.

The Alberta Wilderness Association's has requested that the MD of Pincher Creek postpone the Public Hearing on Castle Mountain Resort's Area Structure Plan. They are siting that the process for environmental assessment be concluded before the ASP proceeds citing that significant change could result from the final report.

It is my understanding that the private land has under the *Municipal Government Act* the right to develop per the planning instruments adopted by the MD of Pincher Creek. The MD has immediate need to keep these documents current for existing development applications so as to do its best in protecting the adjoining Park land from negative effects of development. The Alberta Government has not placed a moratorium on development and therefore it is the position of the MD that development will continue.

Is it your understanding that the CMR desire to expand and diversify its winter and summer activities on the DLO and beyond the borders of the DLO is the focus of the environmental assessment process and not the existing development as previously approved?

Any light you can shed on this matter is greatly appreciated.

Gavin Scott  
Senior Planner  
Oldman River Regional Services Commission

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**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, December 10, 2019, 9:00 am**

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, Financial Services and Planning Clerk Joyce Mackenzie-Greive

Reeve Brian Hammond called the meeting to order, the time being 9:00 am.

1. Approval of Agenda

Councillor Quentin Stevick

Moved that the agenda for December 10, 2019, be approved as presented.

Carried

2. Safety Program & COR Audit Review

Health & Safety Specialist, Brian Millis, presented a power point presentation.

3. Closed Meeting Session

Councillor Bev Everts

Moved that Council close the Council Committee Meeting to the public for discussion regarding the following, the time being 10:09 am.

- a. C-PW-003 Winter Maintenance of Municipal Roads and Airport Services – FOIP Section 21
- b. ICF Town of Pincher Creek – FOIP Section 21
- c. ICF MD of Willow Creek – FOIP Section 21
- d. ICF Cardston County – FOIP Section 21

Councillor Rick Lemire

Moved that Council open the Committee Meeting to the public, the time being 11:59 am.

4. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 12:00 pm.

Carried

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**DECEMBER 10, 2019**

9223

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, December 10, 2019, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

**STAFF** CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, Director of Operations Aaron Benson and Financial Services and Planning Clerk Joyce Mackenzie-Grieve.

Reeve Brian Hammond called the Council Meeting to order, the time being 1:00 pm.

**A. ADOPTION OF AGENDA**

Councillor Terry Yagos 19/568

Moved that the Council Agenda for November 26, 2019 be amended to include:

Committee Reports / Divisional Concerns

F3e) Castle Mountain Association alternate to attend.

New Business

- a) Livingston Porcupine Hill Recreation Management Group representative
- b) Regional meeting, January 23, 6:00 pm
- c) Resolution to accept Bus Route Plan as presented by Livingston Range School Board
- d) Special meeting Friday, December 13, 2019, 2:00 pm  
- land for Beaver Mines Water and Waste Water Project

And that the agenda be approved as amended.

Carried

**B. DELEGATIONS**

TC Energy

Preston Seier, Public Affairs Advisor with TC Energy attended the meeting at this time to present to Council the Proposed NGTL West Path Delivery 2023. The topics covered were Safety and Emergency Response, History of TC Energy, West Path Delivery project scope and activities to date, Workforce, What to Expect During Construction, Community Benefits and Public Awareness.

Preston Seier left the meeting, the time being 1:19 pm.

**C. MINUTES**

1. Special Council Meeting, November 21, 2019

Councillor Rick Lemire 19/569

Moved that the Special Council Meeting Minutes of November 21, 2019 be approved as presented.

Carried

2. Council Committee Meeting Minutes

Councillor Quentin Stevick 19/570

Moved that the Council Committee Meeting Minutes of November 26, 2019 be approved as presented.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 10, 2019

3. Council Meeting Minutes

Councillor Terry Yagos 19/571

Moved that the Council Meeting Minutes of November 26, 2019, be approved as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

a) STARS Donation

Councillor Quentin Stevick 19/572

Moved that Council agree to funding STARS with a contribution of \$2 per capita (\$5,930.00) to be taken from Account 2-75-0-770-2765.

Carried

b) Citizen Voice Presentation

Councillor Bev Everts 19/573

Moved that the concerns of Ianthe and Max Goodfellow be received as information and that a letter be sent to thank them for their comments.

Carried

UNFINISHED BUSINESS (none)

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - a) EMS monthly meeting
  - b) RhPAP (Tess Craig and Larissa Lewis Award)
  - c) Waterton Biosphere (Carnivores and Conflict)
  - d) CARLS (Exec and Board)
  - e) Landfill – October Minutes
  - f) Chinook Arch Regional Library
2. Councillor Rick Lemire – Division 2
  - a) ICF
  - b) EAC Meeting
3. Councillor Bev Everts– Division 3
  - a) FCSS
  - b) Beaver Mines Community Association
  - c) ORRSC Minutes – September 2019
  - d) ICF
4. Reeve Brian Hammond - Division 4
  - a) Pincher Creek Early Learning Center October Minutes
  - b) Pincher Creek Early Learning Center Construction Update
  - c) Livingston Porcupine Hills Recreation Management Group
  - d) Mayors and Reeves
5. Councillor Terry Yagos – Division 5
  - a) Alberta Southwest (next meeting January 8, 2020, Rick Lemire to attend)
  - b) Landfill Association
  - c) EAC
  - d) Lundbreck Citizens
  - e) Patton Park

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 10, 2019

Councillor Terry Yagos 19/574

Moved to accept the Committee Reports and information.

Carried

Public Works Assistant Manager Eric Blanchard attended the meeting at this time to discuss the call log, the time being 2:16 pm, and left at 2:31 pm.

G. ADMINISTRATION REPORTS

1. Operations

a) Operations Report

Councillor Rick Lemire 19/575

Moved that Council receive for information the following Operations documents.

- Capital Budget Summary, dated December 5, 2019
- Public Works Call Log, dated December 4, 2019

Carried

2. Development and Community Services

a) Agricultural and Environmental Services Activity Report (none)

b) Land Use Bylaw Amendment – Bylaw 1315-19

Councillor Quentin Stevick 19/576

Moved that Council give first reading to Bylaw No. 1315-19, being a bylaw to amend Land Use Bylaw No. 1289-19,

AND THAT the required Public Hearing be scheduled for January 28, 2020 at 1:00pm

Carried

c) Request to Develop Road (Mulloy)

Councillor Quentin Stevick 19/577

Moved that Council follow the recommendation to deny the request to close and develop a portion of Undeveloped Statutory Road Allowance located between the SE 11-7-2 W5M and SW 12-7-2 W5M,

Carried

d) Recycling Funding Increase and Agreement Extension

Councillor Bev Everts 19/578

Moved that Council enter into the Recycling Depot Funding Agreement and the Recycling Depot Operations Agreement for the term of January 1, 2020 to July 1, 2020 at the increased fee as outlined in the agreement.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 10, 2019

3. Finance

a) Public Auction – Conditions and Reserve Bids

Councillor Rick Lemire 19/579

Moved that Council approve the Terms and Conditions for the 2020 Public Auction as presented;

AND THAT Council set Wednesday, March 4, 2020 at 9:00am as the public auction date;

AND THAT Council establish the following reserve bid for the property currently being offered for sale at the 2020 Public Auction. The bid amount is the opinion of the M.D.’s assessor:

Roll Number	Legal Description	Reserve Bid
3614.110	Lot 4, Block 2, Plan 9813289	\$100,000
4515.030	Lot 4, Block 1, Plan 9610744	Redeemed

Carried

4. Municipal

a) Chief Administrative Officer Report

Councillor Terry Yagos 19/580

Moved that Council receive for information, the Chief Administrative Officer’s report dated December 5, 2019.

Carried

b. Regional Emergency Management Plan

Councillor Terry Yagos 19/581

Moved that Council adopt the 2019-11-17 draft Regional Emergency Management Plan by Brett Wuth, with the presented amendments.

Carried

c. Cardston County and MD of Pincher Creek Intermunicipal Collaboration Framework Agreement

Councillor Terry Yagos 19/582

Moved that Council approve the Cardson County and MD of Pincher Creek Intermunicipal Collaboration Framework Agreement.

Carried

d. MD of Willow Creek and MD of Pincher Creek Intermunicipal Collaboration Framework Agreement

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 10, 2019

Councillor Bev Everts 19/583

Moved that Council approve the MD of Willow Creek and MD of Pincher Creek Intermunicipal Collaboration Framework Agreement.

Carried

H. CORRESPONDENCE

1. For Action

a) Castle Parks

Councillor Bev Everts 19/584

Moved that administration proceed with response to email from Gordon Petersen, as discussed.

Carried

b) Notice of Meeting – Foothills Little Bow

Councillor Terry Yagos 19/585

Moved to receive the notice of meeting for Foothills Little Bow, as information.

Carried

c) Loyal Energy – Request for Tax Reduction

Councillor Terry Yagos 19/586

Moved that a tax reduction for Loyal Energy be denied;  
 AND THAT a letter be sent to suggest payment options for 2020 taxation year.

Carried

d) Pincher Creek Water Co-operative

Councillor Rick Lemire 19/587

Moved that Council pay \$120 per year flat rate for the Pincher Creek Water Co-operative.

Carried

2. For Information

Councillor Bev Everts 19/588

Moved to receive the following as information:

Recommendation to Council, dated December 5, 2019

- AltaLink Chapel Rock to Pincher Creek Update
- TC Energy Wpex Turner Valley Open House Invitation
- ORRSC Minutes – October 2019
- Alberta Community Resilience Program

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek No. 9  
December 10, 2019

I. NEW BUSINESS

a. Note: Regional Meeting date set for Thursday, January 23, 6:00 pm

b. Livingston Porcupine Hills Recreation Management Group

Councillor Terry Yagos 19/589

Moved that Reeve Brian Hammond with Bev Everts as alternate be appointed to the Livingston Porcupine Hills Recreation Management Group.

Carried

c. School Bus Route Map Including Hamlets

Councillor Terry Yagos 19/590

Moved that the school bus route plan for 2019/2020 be accepted as presented by the Livingston Range School Board.

Carried

d. Note: Special Meeting of Council to be called for Friday, December 13, 2019 at 2:00 pm to review land selection process for Beaver Mines Water and Waste Water Project

J. CLOSED SESSION

Councillor Quentin Stevick 19/591

Moved that Council go into closed session, the time being 4:10 pm, to discuss PC Emergency Services Funding Formula and 2020 Levy – FOIP 21

Carried

Councillor Terry Yagos 19/592

Moved that Council move out of closed session, the time being 4:55 pm.

Carried

Councillor Rick Lemire 19/593

Moved that Administration is directed to respond to the letter dated December 2, 2019 from Chief David Cox of the Pincher Creek Emergency Services in the following manner: In regards to Item 1, our Council agrees with the motion made at the November 28<sup>th</sup> meeting of the PCESC, that the number of parcels and equalized assessment be removed from the funding formula and further that the remaining two items, the number of calls and population count, be based on a rolling 5 year average. In regards to item 2 of your letter, we also agree to accept changes to the funding formula and any actuals resulting from this, will be retroactive to January 1, 2020.

Thirdly, we ask that you organize a joint meeting of the full membership of the commission (both councils) in early January to finalize the funding formula for 2020.

Carried

K. ADJOURNMENT

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek No. 9  
December 10, 2019

Councillor Terry Yagos

19/594

Moved that Council adjourn the meeting, the time being 5:00 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**DECEMBER 13, 2019**

9230

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Friday, December 13, 2019, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

**STAFF** CAO Troy MacCulloch, Director of Operations Aaron Benson

**ABSENT** Councillor Quentin Stevick

**GUESTS** James Marr and Stacy Senga with Banner Engineering, Brett White with Bridgeland Services

Reeve Brian Hammond called the Council Meeting to order, the time being 2:12 pm.

**A. ADOPTION OF AGENDA**

Councillor Terry Yagos 19/595

Moved that the agenda be approved as presented.

Carried

**B. CLOSED SESSION**

Councillor Bev Everts 19/596

Moved that Council go into closed session, the time being 2:13 pm, to discuss Land Acquisition – FOIP Section 19.

Carried

Councillor Terry Yagos 19/597

Moved that Council come out of closed session, the time being 3:19 pm.

Carried

**C. LAND AQUISITION**

Councillor Terry Yagos 19/598

Moved to direct administration to pursue land negotiations and suitability with chosen land owner as determined in closed session.

Carried

**D. ADJOURNMENT**

Councillor Rick Lemire 19/599

Moved that Council adjourn the meeting, the time being 3:21 pm.

Carried

\_\_\_\_\_  
REEVE

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

Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
November 6, 2019 – MD Council Chambers

Present: Chair John Lawson, Vice-Chair Martin Puch, Councillors Bev Everts, and Quentin Stevick and Member Frank Welsch and David Robbins.

Also Present: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Agricultural Services Manager Shane Poulsen, Environmental Services Technician Lindsey Davidson and Executive Assistant Jessica McClelland.

Chair John Lawson, called the meeting to order at 1:04 pm.

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 19/101

Moved that agenda be amended to include:

- New Business
  - Weeds in Waterton Lakes National Park
  - TD Friends of the Environment Fund
- Correspondance Action
  - Municipal Development Sustainability Tool Program

And that the agenda be approved as amended.

Carried

B. MINUTES

Councillor Bev Everts 19/102

Moved that the minutes of October 3, 2019, be amended with the change of “Thursday” to “Wednesday” on page 4.

Carried.

C. BUSINESS ARISING FROM THE MINUTES

D. ASB KEY CONTACT REPORT

Provincial Key Contact Bradley Smith was not able to attend the meeting.

E. UNFINISHED BUSINESS

Martin Puch arrived at the meeting at this time, the time being 1:16 pm.

1. MD of Ranchland – Weed Concerns

Councillor Quentin Stevick

19/103

Moved that administration continue working with the MD of Ranchland in regards to weed control along the borders of the Municipalities.

Carried

F. 2019 South Region ASB Conference

Discussion took place around the 2019 South Region ASB Conference and the resolutions that were approved there.

G. 2020 Provincial ASB Conference

Board members were reminded to confirm if they are interested in attending by no later than November 20, 2019 to allow for budgeting.

H. 2019 AES DEPARTMENT REPORT

Martin Puch

19/104

Moved to accept the departmental reports from Environmental Services Specialist and Agricultural Services Specialist for October 2019 as information.

Carried

G. CORRESPONDENCE

1. FOR ACTION

a) 2020 BMO Farm Family Award Nomination

Frank Welsch

19/105

Moved to table the discussion on 2020 BMO Farm Family Award Nominations to the December 2019 meeting.

Carried

b) Rural Roots Canada – Ag Days 2020

Councillor Bev Everts 19/106

Moved that the ASB make recommendation to Council to approve the AES 2020 Operating Budget to support \$1500 contribution to Rural Roots Canada for their Ag Days event as per their request.

Carried

c) Foothills Forage and Grazing Association

Frank Welsch 19/107

Moved that the ASB make recommendation to Council to approve the AES 2020 Operating Budget and support a \$5000 contribution to the Foothills Forage and Grazing Association with the stipulation that \$2000 is for their core funding with up to an additional \$3000 for individual events, for the 2020 year.

Carried

d) Goat Grazing for Weed and Brush Control

Councillor Quentin Stevick 19/108

Moved to invite Murray and Suzanne Kirby to the Grazing and Gaurdians workshop January 9, 2020 to present their goat grazing proposal for service.

Carried

e) Municipal Development Sustainability Tool Program

David Robbins 19/109

Moved to receive the invitation to take part in the Municipal Development Sustainability Tool Program, as information.

2. FOR INFORMATION

Martin Puch 19/110

Moved that the following be accepted as information:

a) Alberta Agriculture Report

- I. Crop Conditions as of September 23, 2019
- II. Crop Conditions as of October 1, 2019

- III. Crop Conditions as of October 8, 2019
- IV. Crop Conditions as of October 15
- V. Clubfoot Maps 2019
- b) Mortality Composting Workshop, November 19, 2019

Carried.

#### H. NEW BUSINESS

- a) Weeds in Waterton Lakes National Park

Councillor Quentin Stevick updated the ASB regarding the issue of weeds coming in from Waterton Lakes National Park to the MD.

Councillor Quentin Stevick

19/111

Moved that Administration schedule a meeting, in a timely fashion, with MD staff, Councillor Stevick, Tony Bruder, Provincial Key Contact Bradely Smith and Robert Sissons, Ecologist - Restoration and Vegetation with Waterton Lakes National Park to collaborate for a workable solution regarding the concern of weeds spreading from Waterton Lakes National Park into the MD of Pincher Creek.

Carried

- b) TD Friends of the Environment Fund

David Robbins

19/112

Moved that the ASB recommend to Council to direct administration in pursuing the TD Friends of the Environment Fund.

Carried

#### I. NEXT MEETING

Frank Welsch

19/113

Moved that the next ASB meeting is on Wednesday, November 27, 2019 at 1:30 pm.

Carried

L. ADJOURNMENT

Martin Puch

19/114

Moved to adjourn the meeting, the time being 3:17 pm.

Carried.

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ASB Chairperson

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ASB Secretary

**Take the survey and share your  
ideas on how to grow and expand  
the tourism sector**

**[industry.travelalberta.com](https://industry.travelalberta.com)**

Survey closes on January 17, 2020



**Take the survey and share your  
ideas on how to grow and expand  
the tourism sector**

**[industry.travelalberta.com](https://industry.travelalberta.com)**

Survey closes on January 17, 2020







*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES – 3 (2019)**  
**GENERAL BOARD OF DIRECTORS’ MEETING**  
**Thursday, September 5, 2019 – 7:10 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

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

**STAFF:**

Lenze Kuiper..... Director	Hailey Winder ..... Assistant Planner
Erin Graham ..... Assistant Planner	Sherry Johnson ..... Bookkeeper
Max Kelly ..... Assistant Planner	Barb Johnson ..... Executive Secretary

**AGENDA:**

1. **Approval of Agenda** – September 5, 2019 .....
2. **Approval of Minutes** – June 6, 2019.....(attachment)

**3. Business Arising from the Minutes**

**4. Reports**

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

**5. Business**

**6. Accounts**

(a) Summary of Balance Sheet and Statement of Income for the 7-month period:  
January 1 - July 31, 2019 ..... (attachment)

**8. Adjournment** – Next meeting December 5, 2019.....

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**BUS TOUR: Town of Raymond Solar Project**

Prior to the Board of Directors’ Meeting, several ORRSC Board Members toured various Town of Raymond Solar Project sites, guided by **Greg Robinson, Director of Community and Economic Development** for the Town.

Three of Raymond’s solar installations were visited: Hell’s Creek Golf Course, Victoria Sports Park, and the Ice Arena/Aquatic Centre. The golf course installation features panels on the roofs of both the clubhouse and a storage shed. Victoria Sports Park has bi-facial model installations on the roof of the carport. The solar panels at the pool and ice arena are floating solar panels held up by blocks.

**Objectives:**

- Become one of the most environmentally conscious towns in Southern Alberta
- Reduce operating costs
- Provide better value for residents
- Attract new businesses

**Overview:**

- 9 municipal buildings and street lighting will be powered through solar
- Funded in part by the Municipal Climate Change Action Centre’s Alberta Municipal Solar Program
- Financed system includes a 15-year limited warranty and production guarantee with ENMAX
- 2,826 solar panels, generating 1,252 MWh annually

**Outcomes:**

- Will be one of the first electrically net zero municipalities in Alberta
- Electricity costs will be reduced by up to \$150,000 annually
- Emissions will be reduced by over 800 tonnes per year, the equivalent of taking about 169 cars off the road

**Details of the project will be forwarded to ORRSC for distribution to Board Members. For further information, contact Greg Robinson or Kurtis Pratt, CAO.**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:10 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Richard Bengry**

THAT the Board of Directors approve the agenda of September 5, 2019, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Ed Weistra**

THAT the Board of Directors approves the minutes of June 6, 2019, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. REPORTS**

**(a) Executive Committee Report**

- Chair Gordon Wolstenholme reviewed the Executive Committee Report for the meeting of August 8, 2019. A typographical error in Subdivision Activity 2019 stated subdivision revenue as of June 30 was \$51,482.50, which should have been \$151,482.50.

**5. BUSINESS**

- None.

**6. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 7-month period:  
January 1 - July 31, 2019**

**Moved by: David Cody**

THAT the Board of Directors approve the Balance Sheet and Statement of Income for the 7-month period: January 1 - July 31, 2019.

**7. ADJOURNMENT**

**Moved by: Peggy Losey**

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 7:20 p.m. until **Thursday, December 5, 2019 at 7:00 p.m.**

/bj

CHAIR:





## Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday November 6, 2019 –Stockmans Grill, Fort Macleod

### Board Representatives

Brent Feyter, Fort Macleod  
 Scott Korbett, Pincher Creek  
 Jim Bester, Cardston County  
 Dennis Barnes, Cardston  
 Brad Schlossberger, Claresholm  
 John Van Driesten, MD Willow Creek  
 Albert Elias, Glenwood  
 Beryl West, Nanton  
 Bev Everts, MD Pincher Creek (alt)  
 Ron Davis, MD Ranchland

### Resource Staff and Guests

Deb Welsh, MD Ranchland  
 Bob Dyrda, O-Net  
 Lori Hodges, LRSD  
 Micah Feyter  
 Linda Erickson, AEDTT  
 Bev Thornton, Executive Director, AlbertaSW

- |    |                             |   |
|----|-----------------------------|---|
| 1. | Call to Order and welcome-  | Vice-Chair called the meeting to order.   |
| 2. | Approval of Agenda          | Moved by Ron Davis THAT the agenda be approved as amended.<br><b>Carried.</b> [2019-11-660]   |
| 3. | Approval of Minutes         | Moved by Brad Schlossberger THAT the minutes of October 2, 2019 be approved as presented.<br><b>Carried.</b> [2019-11-661]  |
| 4. | Approval of Cheque Register | Moved by Brad Schlossberger THAT cheques #2694 to #2711 be approved as presented.<br><b>Carried.</b> [2019-11-662]  |
| 5. | Conversation with CRTC      | Dr. Linda Vennard, CRTC Commissioner, was unable to join the meeting; this will be rescheduled to a later date.   |
| 6. | Event and partner updates   | Accepted as information.<br>Bev and Peter met with Service Alberta in Edmonton re: broadband. EDA Ministry Dinner and provincial budget; no specific news.<br>Bev will be a presenter at IEDC webinar.<br>Power Up! scheduled for Taber cancelled.<br>SouthGrow Water Security Forum cancelled. |
| 7. | Labour Market Partnership-  | Lethbridge College has asked AlbertaSW to partner on this project. We can provide a letter of support, but no dollars at this time. Bev will follow up with communities to explore other options.   |
| 8. | Executive Director Report   | Accepted as information.  |
| 9. | Round table updates         | Accepted as information.  |

10. Board Meetings:

- December 4, 2019 – Pincher Creek Provincial Building  
NOTE: this is the Annual Organizational Meeting,
- January 1 meeting rescheduled to January 8, 2020-Nanton
- February 5, 2020-TBD
- March 4, 2020-TBD

11. Adjournment

Moved by John Van Driesten THAT the meeting be adjourned.  
**Carried.** [2019-11-663]

**Approved December 4, 2019**

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Chair

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Secretary/Treasurer

## Regional Economic Development Alliance (REDA) Update



### Alberta SouthWest Board Executive for 2019-2020

At the Annual Organizational Meeting held December 4, 2019, the Board of AlbertSW Board appointed executive and signing authorities.

(Left to right)

- Chair, Dr. Brian "Barney" Reeves, Councillor, Waterton Park ID#4
- Vice-Chair, Mr. Jim Bester, Councillor, Cardston County
- Secretary-Treasurer, Mr. Scott Korbett, Councillor, Pincher Creek
- Designated Signing Authority, Mr. Brent Feyter, Mayor, Fort Macleod

### "Energizing Agricultural Transformation" (EAT) Project Update

InnoVisions and Associates continue to conduct research and complete industry interviews. The next step will be to re-connect our communities, producers and interested stakeholders. InnoVisions will provide a "What we heard" summary and establish direction and next steps.

#### SAVE THE DATE for the next EAT Project Resource Roundtable:

Wednesday January 8, 2020 in Nanton, in the afternoon. Details of time and location to be confirmed.



### CARES project application submitted

A project proposal has been submitted titled "Building A Successful Tourism Investment Opportunity Network". AlbertaSW combined resources with the Southern Canadian Rockies Tourism Association (Castle Region DMO), a partnership of Municipality of Crowsnest Pass, Crowsnest Pass Community Futures, Crowsnest Pass Chamber, Town of Pincher Creek, MD of Pincher Creek, Castle Mountain Resort and Community Futures Alberta Southwest. Thank you to all the communities and organizations who added 20 letters of support to meet a very short deadline!

### EV Charging Station Network will be advertised in 2020 *Invest in Alberta* magazine

The Peaks to Prairies EV Network will have a 2-page spread in the upcoming issue of *Invest in Alberta* magazine. AlbertaSW, SouthGrow, ATCO and FLO combined resources to place the display ad and advertorial. This is an opportunity to raise awareness of southwest Alberta with the message that the regions are forward-thinking and a good place to visit and do business.



### Broadband request from Service Alberta

Service Alberta Minister has sent letters to communities requesting the name of a designated contact for Broadband and summary of plans or initiatives concerning broadband development.

AlbertaSW gathered an overview of community broadband status in early October. Our original regional studies from several years ago include possible scenarios, fiber maps and so on. Contact AlbertaSW for any information.

### Upcoming REDA conference call with the Minister

REDA Managers and Chairs are preparing for a conversation with Minister Fir later this month. It is an opportunity to make a presentation about regional successes and discuss some options and next steps. All REDAs have prepared documents reports that have been submitted to minister Fir's office in preparation for the call.

**HAVE A MERRY CHRISTMAS SEASON! WE LOOK FORWARD TO AN INTERESTING NEW YEAR!**

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination

Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)



**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
November 20, 2019**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday October 16, 2019 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
  - Brian McGillivray, N/A
  - Mary Kittlaus, Village of Cowley
  - Emile Saindon, Landfill Manager
  - Jean Waldner, Office Administrator

**AGENDA**

Terry Yagos

Moved the agenda be adopted as presented Carried. 11.20.19-1232

**MINUTES**

Gord Lundy

Moved the minutes of October 16, 2019 be adopted as circulated. Carried. 11.20.19-1233

**MANAGER’S REPORT**

1. MSW steady with out of region C & D coming in.
2. Industrial cell has been steady.
3. Leachate hauling completed for this year.
4. Budget draft completed.
5. Shredding waste wood this month.
6. Prepping site for winter.
7. Relocated our compactor building closer to the new MSW Cell.

Dave Filipuzzi

Moved that the Manager’s report be accepted for information. Carried. 11.20.19-1234

### **FINANCIAL REPORT**

The Income Statement and Balance sheet to November 14, 2019 was reviewed. Administration presented the Board with a current regional wage spreadsheet, and added a 2% increase scenario on the tipping fee proposal spreadsheet. After discussion the Board of Directors decided to pass the 2020 operational budget with a 1% wage increase for Landfill employees, a 2% increase to Regional Tipping Fees, a 5% Tipping fee increase on Non-Regional and Out of Province Waste.

Terry Yagos

Moved the regular financial statements be accepted as information. Carried. 11.20.19-1235

Dave Filipuzzi

Moved to approve a 1% Employee wage increase on the 2020 Operational Budget. Carried. 11.20.19-1236

Mary Kittlaus

Moved the 2020 Operational Budget be approved with a 2% increase on Regional tipping fees, a 5% Non-Regional and Out of Province increase on tipping fees. Carried. 11.20.19-1237

### **RECYCLING CONCERNS ON CARDBOARD COLLECTIONS.**

Management discussed their concerns on the increase of cardboard coming into the Landfill. We have had to increase our employee manpower to bale it, dry space to store the cardboard, And difficulty finding a company to take the baled cardboard at a reasonable price. We will not be able to continue to recycle cardboard without increasing the tipping fee charged. After discussion the Landfill Board of Director's agreed to add \$20.00 per tonne to cardboard tipping fees only. So, Starting December 1<sup>st</sup> the rate to accept cardboard at the Landfill will be \$66.95 per tonne. This will help alleviate some of the above concerns.

Dean Ward

Moved that Administration inform the regions of the tipping fee increase for cardboard and that starting December 1<sup>st</sup>, 2019 the Tipping fee for clean dry recyclable cardboard will now Be \$66.95 per tonne. Carried. 11.20.19-1238

### **UPDATE ON THE APPEAL BOARD REGARDING OUR INCINERATION PROJECT**

Management updated the Board on the next step the appeal board is requesting from the one Appellant left Ms. Calder and the Landfill. We will keep the board informed on the progress.

Gord Lundy

Moved this update be accepted as information. Carried. 11.20.19-1239

### **DONATION REQUEST FROM THE PARENT LINK CENTRE**

A donation request from The Parent Link Centre for their Children's Clothing Fest.

Dave Filipuzzi

Moved \$500.00 be donated to Parent Link for their Children's Clothing Fest. Carried. 11.20.19-1240



**IN CAMERA CLOSED MEETING REQUESTED BY LANDFILL DIRECTOR'S**

Terry Yagos

Moved the meeting go into a closed in camera session at 10.:45 am. Carried. 11.20.19-1241

Gord Lundy

Moved the meeting come out of the closed in camera session at 10:51 am.  
Carried. 11.20.19-1242

**Correspondence:**

**NEXT MEETING DATES**

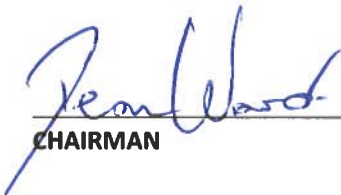
December 11<sup>th</sup>, 2019

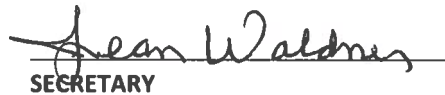
**Tabled Items**

**ADJOURNMENT**

Gord Lundy

Moved the meeting adjourn 10:53 a.m. Carried. 11.20.19-1243

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY



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

### OPERATIONS REPORT

#### 1.0 Operations Activity Includes:

- 1.1 Beaver Mines and Capital Projects.
- 1.2 C-PW-003 Winter Maintenance of Paved and Graveled Roads and Airport Services Policy

#### 2.0 Upcoming:

- 2.1 Beaver Mines and Capital Projects.
- 2.2 C-PW-029 Snow Fence Policy
- 2.3 C-PW-030 Vehicle Usage Policy

#### 3.0 Public Works Activity Includes:

##### 3.1 Bridge Maintenance, inspections and Texas Gates

- 3.2.1 Vehicle incident on December 11, 2019, happened located in Lundbreck on Class A Fisher Bridge. Bridge inspection was completed by Roeske Engineering indicating no structural damage on this bridge occurred. Bridge is barracked and closed to the public until further notice. Assessing if the bridge can be permanently be removed.

##### 3.2 Cold Mix Asphalt Applications for minor repairs

- 3.2.1 Nothing to report.

##### 3.3 Continuous Dust Suppression Program

- 3.3.1 Nothing to report.

##### 3.4 Crushing

- 3.4.1 Public Works is reviewing with the crushing contractor gravel pit locations regarding crushing this year – In progress.

##### 3.5 Gravel Hauling

- 3.5.1 Nothing to report.

##### 3.6 Snow Removal and maintenance

- 3.6.1 Snow removal is being monitored by operators in all Divisions. Snow conditions have been moderate throughout December 2019 and the beginning of January 2020.



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

### OPERATIONS REPORT

#### 3.7 Permanent & Temporary Snow Fence Repairs

- 3.7.1 Temporary snow fence installation has been completed at Patton Park and on property location Marsh Road in Division No. 1.
- 3.7.2 Permanent snow fencing locations will start to be assessed this winter and throughout springtime to determine the condition and total distance in all Divisions.

#### 3.8 Signage Repairs

- 3.8.1 Nothing to report.

#### 3.9 Road Works, Miscellaneous & Monitoring

- 3.9.1 Planning to develop a gravel road workflow and guide with MRF Geosystems Corporation and MD of Provost is in progress. The purpose of the form will become part of MD road management plan (1 to 5 years) to help capture, monitor and identify issues on MD gravel roads with the following proposed in the workflow and guideline:
  - a. MD will capture this data by using LiDAR equipment attached to MD truck where it will provide information such as ditch slope along road in order to identify depression areas, cross-sections, estimate cost for each road based on the rehabilitation methods, width of road, identify which road should be a high priority for shoulder pulls;
  - b. Add the road condition assessment information to our GIS website; and
  - c. MD will do traffic counts. MRF will add that information to the GIS website.

#### 4.0 Capital Projects Update:

##### 4.1.1 Bridges & Miscellaneous

- 4.1.2 **Bridge File 6613 Status:** The project is currently on hold due to the Department Fisheries approvals not being received. WSP Engineering has submitted the 3DQ10 model design where the project is currently waiting for DFO approval. The project has a fish window restriction where work is only allowed between the months of August 15 and September 1, 2020.

- Bridge File: 6613
- Location: Crook Road
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: Ossa Terra Ltd.

**DATE: JANUARY 9, 2020**

**Page 2 of 6**



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

### OPERATIONS REPORT

4.1.3 **Bridge File 7235 Status:** The consultant is in progress with contacting the DFO for approval before Public Works proceeds with tendering the project. The project has a fish window restriction where work is only allowed between the months of August 15 and September 1, 2020.

- Bridge File: 7235
- Location: Scottons (NW 5 - 9-1-W5M)
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: TBD

4.1.4 **Bridge File 76293 Status:** A sit down meeting with the consulting firm is scheduled for early next week to discuss the project prior to tendering the project. Proposed construction completion is in September, 2020.

- Bridge File: 76293 (NE 3-6-2-W5M)
- Location: Grumpy Road NE 3 -6 -W5M
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roeske Engineering
- Contractor: N/A

4.1.5 **Bridge File 8860 Status:** A sit down meeting with the consulting firm is scheduled for early next week to discuss the project prior to tendering the project. Proposed construction completion is in August, 2020

- Bridge File: 8860 ((NW 11 - 6 -2 -W5)
- Location: Beaver Mines Creek
- Scope of Work: Repair selected piles and replace all caps
- Consultant: Roeske Engineering
- Contractor: TBD

4.1.6 **Bridge File 13957 Status:** A sit down meeting with the consulting firm is scheduled for early next week to discuss the project prior to tendering the project. Proposed construction completion is in August, 2020

- Bridge File: 13957 (NE 5-8-2-W5)
- Location: Connelly Creek
- Scope of Work: Replacement of abutement caps
- Consultant: Roeske Engineering
- Contractor: TBD



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

### OPERATIONS REPORT

4.1.7 **Bridge File 75009 Status:** The project is only to do the culvert bridge design with the Engineering Company. Design to be completed in August, 2020. Estimated construction is preliminary since the design is not complete and will change.

- Bridge File: 75009 (NE 9-9-2-W5)
- Location: Wild Cat Ranch
- Scope of Work: Replacement of bridge sized culvert
- Consultant: TBD
- Contractor: N/A

4.1.8 **Bridge File 75377 Status:** The project is only to do the bridge design with the Engineering Company. Design to be completed in September, 2020. Estimated construction is preliminary since the design is not complete and will change.

- Bridge File: 75377 (NW 8-6-2-W5)
- Location: Local Road over Screwdriver Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: TBD
- Contractor: N/A

#### 4.2 Road & Miscellaneous

4.2.1 **Highway 3A Road Status:** The project is on hold due to grant funding.

- Roads: Highway 3A –Landfill road repairs
- Location: Lundbreck
- Scope of Work: New concrete asphalt drainage improvement
- Consultant: WSP Engineering
- Contractor: TBD

4.2.2 **Lundbreck Road Status:** The Consultant and Director of Operations are working on drawings and the tender package. Proposed tender package to be sent out for contract pricing in April 2020.

- Roads: 3<sup>rd</sup> Street
- Location: Lundbreck
- Scope of Work: New concrete asphalt drainage improvement
- Consultant: WSP Engineering
- Contractor: TBD



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

### OPERATIONS REPORT

4.2.3 **RR29-3 Road Status:** The Public Works will internally grade, shape, compact, pull and add a soil stabilizer to enhance gravel roads. Test trial is proposed in July, 2020.

- Roads: North of 507 East, to Tower Road
- Location: RR29-3
- Scope of Work: Add new soil stabilizer to gravel road
- Consultant: N/A
- Contractor: Public Works

4.2.4 **Range Road 1-0 Road Status:** The Consultant will do geotechnical work to indicate no issues are below the asphalt pavement of Southfork Road from Range Road 1-0 to the Castle Valley Campground. Proposed work is in spring of this year.

- Roads: Range Road 1-0 to Campground
- Location: Southfork Hill
- Scope of Work: Geotechnical work
- Consultant: ISL Engineering
- Contractor: N/A

### 4.3 Facilities

4.3.1 **Camera Security Status:** The Consultant is working on the design of the project. The proposed completion of the design and tender package is expected by May 2020 with a construction completion date of September, 2020.

- Roads: Highway 3A –Landfill road repairs
- Location: Lundbreck
- Scope of Work: New concrete asphalt drainage improvement
- Consultant: SMP Engineering
- Contractor: TBD

### 5.0 Beaver Mines Water & Waste Water Collection

5.1.1 Preliminary drawings are being finalized with review by the MD. Pincher Creek Emergency Services and Beaver Mines Association have made comments and where this information has been sent to MPE Engineering for final review.

### 6.0 Beaver Mines Waste Water Treatment

6.1.1 Land negotiations are ongoing and once finalized we can proceed with finalizing a tender or quote package for the initial phase of the project.

DATE: JANUARY 9, 2020

Page 5 of 6



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

### OPERATIONS REPORT

#### 7.0 Castle Area Regional Water Supply Contracts 1:

7.1.1 LW Dennis has completed approximately 12,700 meters of pipeline installation.

7.1.2 Adverse ground conditions have continued to slow progress and a revised substantial completion date will be issued for the contract. Proposed start date for remaining pipe work will be in May thru September, 2020.

#### 8.0 Castle Area Regional Water Supply Contracts 2:

8.1.1 Booster Station at Castle Park and Beaver Mines:

- Epoxy coating needs to be completed at both sites
- Proposed completion of construction activities for both site is scheduled in February, 2020.
- Will require a site walkthrough to indicate no deficiencies.
- Commissioning will need to be done at both sites when water (piping) supply has been connected to Beaver Mines.

#### Attachments

Program Capital Projects Status

Call Logs

#### Recommendation:

That the Operations report for the period of January 9, 2020 Program Capital Projects Status update, and call log be received as information.

---

Prepared by: Aaron Benson

*AB*

Date: January 9, 2020

Reviewed by: Troy MacCulloch

*TM*

Date: January 9, 2020

Submitted to: Council

Date: January 9, 2020

DATE: JANUARY 9, 2020

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## Capital Budget Summary

Project #	Service Area	Description	Total Cost	Grants	Sources of Project Funding			Total Revenue
					Debt	Reserves	Operations	
<b>Infrastructure</b>								
PW-R-1	Roads	Highway 3A – Landfill road repairs	1,076,000	860,000		216,000		1,076,000
PW-R-2	Roads	Lundbreck Pave and Drainage (3rd street)	195,000	195,000				195,000
PW-R-4	Roads	RR29-3 (North of 507 East, to Tower Road)	150,000	150,000				150,000
PW-R-3	Roads	Southfork Hill	40,000	40,000				40,000
PW-BF-1	Bridges	Bridge File # 6613 Cabin Creek	698,000	698,000				698,000
PW-BF-2	Bridges	Bridge File #7235 Scottons	948,000	948,000				948,000
PW-BF-3	Bridges	Bridge File #76293 Grumpy Road	440,000	440,000				440,000
PW-BF-4	Bridges	Bridge File #8860 Beaver Mines Creek	181,500			181,500		181,500
PW-BF-5	Bridges	Bridge File #13957 Connelly Creek	43,500			43,500		43,500
PW-BF-6	Bridges	Bridge File #75009 Wild Cat Ranch	60,000			60,000		60,000
PW-BF-7	Bridges	Bridge File #75377 Local Road over Sawtooth Creek	50,000			50,000		50,000
RWCAST	Water/Wastewater	Castle Area Water Servicing	3,105,000	3,105,000				3,105,000
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	4,715,000	3,143,334	1,571,666			4,715,000
BMLSF	Water/Wastewater	Beaver Mines Lift Station and Forcemain	2,750,000	1,833,334	916,666			2,750,000
BML	Water/Wastewater	Beaver Mines Waste Water Treatment System	40,000	26,666	-	13,334		40,000
<b>Infrastructure Total</b>			<b>14,492,000</b>	<b>11,439,334</b>	<b>2,488,332</b>	<b>564,334</b>	<b>0</b>	<b>14,492,000</b>
<b>Equipment</b>								
	Public Works	Steamer Unit	25,000			25,000		25,000
	Public Works	6 Way Plow Attachment	30,000			30,000		30,000
	Water	Standby Generator	60,000			60,000		60,000
<b>Equipment Total</b>			<b>115,000</b>	<b>0</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>115,000</b>
<b>Fleet</b>								
<b>Fleet Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Information Services</b>								
<b>Information Services Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Facilities</b>								
ADMIN-SEC-1	Public Works/Admin	Security Camera for Admin and PW Buildings	85,000	85,000				85,000
<b>Facilities Total</b>			<b>85,000</b>	<b>85,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
<b>Grand Total</b>			<b>14,692,000</b>	<b>11,524,334</b>	<b>2,488,332</b>	<b>679,334</b>	<b>0</b>	<b>14,692,000</b>

### LEGEND

- Projects on Hold
- Projects in Planning & Design Stage
- Projects in Tender Stage
- Projects in Construction Stage
- Projects in Close Out Stage
- Proposed Preliminary Engineering Costs

Progress Report for Projects as of January 9, 2019



40	NAME	PHONE NUMBER	DIVISION	LOCATION	APPROACH NUMBER	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	FOLLOW UP DATE	COMPLETION DATE
1558			Division 1	SW36 T4 R30 W4		Re getting an <u>approach</u> built	Developer	waiting on agreement with Development	April 18, 2018		
1617			Division 1	West Kerr		Trees on the west side of Kerr road need cut back signs/culverts MD's most dangerous area	Erik/Aaron/Roland	To meet w/Russell	May 30, 2018	Met Nov 7	To be completed spring 2020
1643			Division 4	SW22 T7 R1 W5		Would like a <u>culvert</u> put in to solve water problem	Eric/Bob M	To be scheduled	June 26, 2018	inspected site Dec.10	Defered to Spring 2020
1982			Division 2			The old Reed Pit needs to be reclaimed	Aaron/WSP	On the list	June 27, 2019	Talked w/colony/08Jan	
1995			Division 2	NW23 T5 R29 W4	#5313	Wetland/shoulder of road & drainage problem	Eric Blanchard	Engineer to look at 2020 Project	July 16, 2019	defered	
2014			Division 3	NW3 T6 R2 W5		<u>Culvert</u> smashed	Bob Millar	On list to do	July 29, 2019	Defered to 2020/approx Aug	
2027			Division 4	SE15 T8 R29 W4	N side/property	Permanent <u>snow fence</u> needs repairing before putting cattle in field	Tony Naumczyk	Completed	August 8, 2019	Made it safe until work is done	December 13, 2019
2042			Lundbreck	Cell 403 582-0342		Speed <u>sign</u> needs fixing	Mechanic to fix	To check it out	August 19, 2019	Needs to be sent out for fixing	Spring 2020
2058			Division 1	NE3 T5 R29 W4		Needs existing <u>approach</u> widened for Super B's	Eric Blanchard	To be done	Sept. 09, 2019	October 16 followup	Spring 2020
2070			Division 4	SE15 T8 R1 W5		Re <u>Snow fence</u> issue	Tony Naumczyk	Completed	Sept. 19, 2019	n/a	December 2, 2019
2074			Division 4	A/P road n.of Cowley		complaining of big rocks on road needs proper gravel <u>pounded down</u>	Eric/Brian	On to do list	Sept. 23, 2019	Spring 2020	
2075			Division 1	SE35 T3 R30 W4		RQ road maintenance On unimproved road	Eric/Jared	Completed	Sept. 24, 2019	In touch Nov 15	December 5, 2019
2134			Division 5	SE16 T8 R2 W5		RQ to have a <u>cattle guard</u> removed from MD Road memo from Head Office July 3 /PW just heard now	Eric Blanchard	Been in contact	November 12, 2019	Met w/Roger Pizony Defered Spring 2020	
2173			Division 3	NW35 T5 R1 W5	RR1-2 TWP 6-0 #1028	Operator blocks road allowance to access top of hill to cattle guard	Eric Blanchard	Completed	December 5, 2019		December 10, 2020
2174			Division 1	SW18 T4 R29 W4	#4228 Hwy 6	RQ Driveway	Brad Barbero	Completed	December 5, 2019		December 5, 2019
2175			Division 1	NE12 T5 R30 W4	#30021 TWP5-2	RQ Driveway	Rod Nelson	Completed	December 9, 2019		December 10, 2019
2176			Division 2	NW22 T5 R30 W4	#30217 YWP5-4	Reported two reflective signs knocked down off Hwy 6 & Alberta Ranch Road	Sign List	Defered until spring	December 9, 2019	December 9, 2019	
2177			Division 2	NE3 T6 R29 W4		RQ Driveway	Mike Elliott	Completed	December 9, 2019		December 9, 2019
2178						Fisher Bridge was hit	Eric	Barricades put up	December 11, 2019		December 13, 2019
2179			Division 2	NW3 T5 R28 W4	#5025 RR28-3	RR28-3 South of Fishburn Church RQ to maintain Rd Unapproved road?	Rod Nelson	Completed	December 17, 2019		December 19, 2019
2180			Division 2	NE20 T5 R2 W5	#2427 TWP5-4	Wanting us to plow to his neighbors house	Eric Blanchard	Completed	December 17, 2019	Eric talked with him	December 19, 2019
2181			Division 4			Bale of hay on Summerview Road	Don/Shawn	Completed	January 6, 2020		January 6, 2020

	Indicates Completed
	Indicates Defered
	Indicates On the To Do List

## Environmental Services Specialist December, 2019

### December 1<sup>st</sup> – 15<sup>th</sup>, 2019

- In-Service-Training for Ag Fieldmen – December 2<sup>nd</sup> – 5<sup>th</sup>
- Form 7 Refresher for certification renewal – December 6<sup>th</sup>
- SWIM 2020 Workshop Planning Meeting – December 11<sup>th</sup>
- Miistakis Institute Workshop for Municipal Development Suitability Tool – December 12<sup>th</sup>

### December 16<sup>th</sup> – 31<sup>st</sup>, 2019

- Communications (website and social media posting) – December 9<sup>th</sup> – 20<sup>th</sup>
- Planning/arrangements for January 9<sup>th</sup> workshop – December 16<sup>th</sup> – ongoing
- Canadian Agricultural Partnership producer assistance – December 20<sup>th</sup>
- ASB Agenda package prep – December 23<sup>rd</sup>
- Christmas/New Years shutdown – December 24<sup>th</sup> – January 2<sup>nd</sup>

### January 1<sup>st</sup> – 15<sup>th</sup>, 2020

- ASB Agenda Package prep – January 2<sup>nd</sup>
- ASB New Member orientation package – January 2<sup>nd</sup>-3<sup>rd</sup>
- Catering arrangements for January 9<sup>th</sup> workshop – January 6<sup>th</sup>
- Conference call for January 9<sup>th</sup> workshop – January 7<sup>th</sup>
- ASB Meeting – January 8<sup>th</sup>
- If you Can't Beat It, Eat It workshop – January 9<sup>th</sup>
- Strategic/operational planning and policy – January 13<sup>th</sup> - ongoing

Sincerely,

Lindsey Davidson,  
Environmental Services Specialist

WOID	Request Date	Caller/Phone Number	Division	Location	Description	Assigned To	Action Taken	Status	Actual Completion Date
	21-Nov-19		N/A	Regional Landfill	Has a small amount (8-10) chicken carcasses that needs to be disposed of. Needs to do a "cull" in the near future. Looking for options.	Lindsey	Offered the service providers currently available (West Coast Reductions, Lethbridge BioGas, Lethbridge landfill). Explained structure of landfill board and encouraged him to reach out to regional landfill partners describing his concerns.	He is looking into his options. Understands that he will likely need to transport the material for disposal and it may be costly.	ongoing
	06-Jan-20		3	South of landfill	Would like to irrigate 5 acre hay crop from stream flowing through property.	Lindsey	Referred to regional water act approvals specialist - AEP Lethbridge Office	He will contact provincial representative for information.	06-Jan-20

**MD OF PINCHER CREEK ENHANCED POLICING  
MONTHLY REPORT DECEMBER 2019**

Cst. Laurence Harvey  
RCMP Pincher Creek

Shifts worked: 10

**Monthly Traffic Ticket Summary**

**MD Hamlet Patrols**

Speeding 20

Stop Sign Violations 1

Administrative Violations

Equipment Violations

Other

Warnings Given 4

Beaver Mines: 5

Lundbreck: 7

Castle Mountain & provincial Parks: 5

Twin Butte: 4

**Total:**

**Distance Driven:**2170 km

**Number of Violation Tickets Issued: 21**

**Violation ticket location:**

Beaver Mines:

Hwy 3/6/507:4

Hwy 22: 17

**Public Meetings/Events/Training:**

Patrolled Provincial Parks, Old man Dam, Waterton Dam

Patrolled the Shell road, Chapel Rocks road, Willow Creek road, and Snake trail road.

Assisted general duty members with investigation

Annual vacation dec. 17<sup>th</sup>-dec. 28<sup>th</sup>

Prevention talk to Castle Mountain employee

Ski patrol at Castle Mountain

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1313-19**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to adopt Bylaw 1313-19, being the Castle Mountain Resort Area Structure Plan.

---

**WHEREAS** The municipality having worked with Castle Mountain Resort Incorporated, Castle Mountain Resort Community Association, and Provincial Government Department representatives is prepared to adopt the Castle Mountain Resort Area Structure Plan;

**WHEREAS** The municipal council wishes to adopt a comprehensive plan which governs land use within Castle Mountain Resort;

**WHEREAS** The purpose of proposed Bylaw No. 1313-19 is to adopt the Castle Mountain Resort Area Structure Plan which will govern the future subdivision and development of the lands within the plan boundary;

**WHEREAS** The municipality must prepare a bylaw and provide for its consideration at a public hearing.

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

1. This plan (attached as “Schedule A”), upon adoption, shall be known as the the “Castle Mountain Resort Area Structure Plan Bylaw No. 1313-19”.
2. Bylaw No. 1069-02 being the former Castle Mountain Resort Area Structure Plan and any amendments thereto are hereby repealed.
3. This bylaw shall come into effect upon third and final reading hereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

A PUBLIC HEARING was held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

---

*Reeve – Brian Hammond*

---

*Chief Administrative Officer – Troy MacCulloch*

Attachment - “Schedule A”



# Castle Mountain Resort Area Structure Plan

June 2019

DRAFT

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## 1.0 Introduction

### 1.1 Purpose of the Plan

The Castle Mountain Resort Area Structure Plan (ASP) defines a planning and development framework to guide future growth in the Plan Area. The ASP supports both the Municipal District of Pincher Creek No. 9 (MD) Municipal Development Plan and Land Use Bylaw by adding another layer of detail to this particular development area. The Castle Mountain Resort ASP considers existing land uses, potential future land uses, public input, physical and environmental characteristics, infrastructure requirements, and growth trends on the private land comprising the ASP boundary. The plan outlines a vision statement with goals, objectives, and policies that promote the vision.

### 1.2 Background of the Plan

The 2002 Castle Mountain Resort ASP had not been reviewed or updated since its adoption. The role of the ASP in the processing of subdivision and development applications at the Resort has lacked clarity, as the needs and aspirations of the landowner and municipality have changed over time. The main objective of this review is to ensure conformance and compliance of the ASP with prevailing provincial and municipal policies.

### 1.3 Regional Site Location

Castle Mountain Resort (CMR or Resort) is located just east of the continental divide along the border between Alberta and British Columbia. CMR is a part of the Municipal District of Pincher Creek No. 9, approximately 40 kilometers southwest of the Town of Pincher Creek. The Resort is positioned in the Westcastle Valley surrounded by Gravenstafel Mountain, Barnaby Ridge and Haig Mountain and is about 25 kilometers northwest of Waterton National Park (See Map 1). As of 2017, Castle Mountain Resort is bounded on the north by the Castle Provincial Park and on the east, west and south by the Castle Wildland Provincial Park (See Map 2).

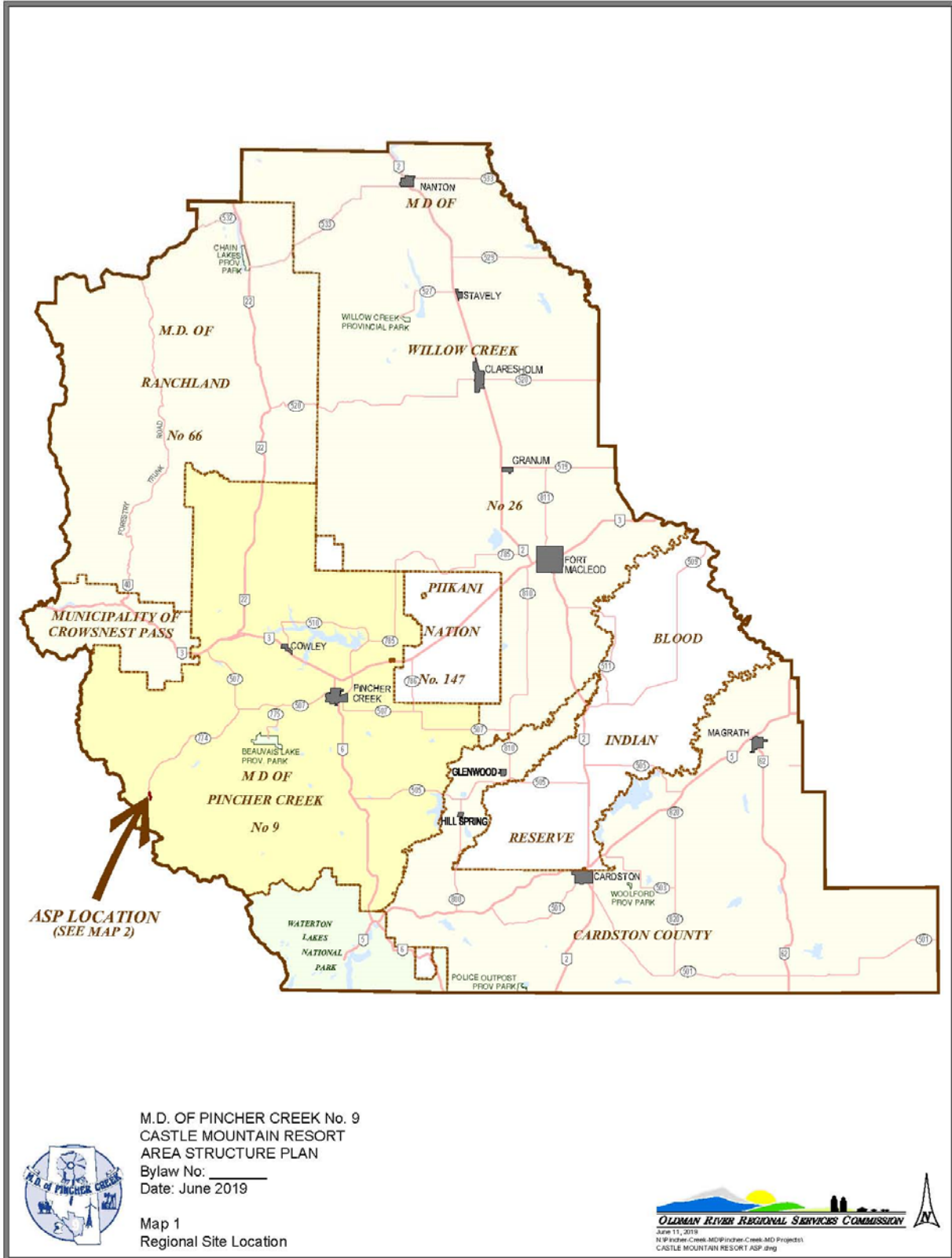
### 1.4 Physical and Environmental Conditions

#### *Snow*

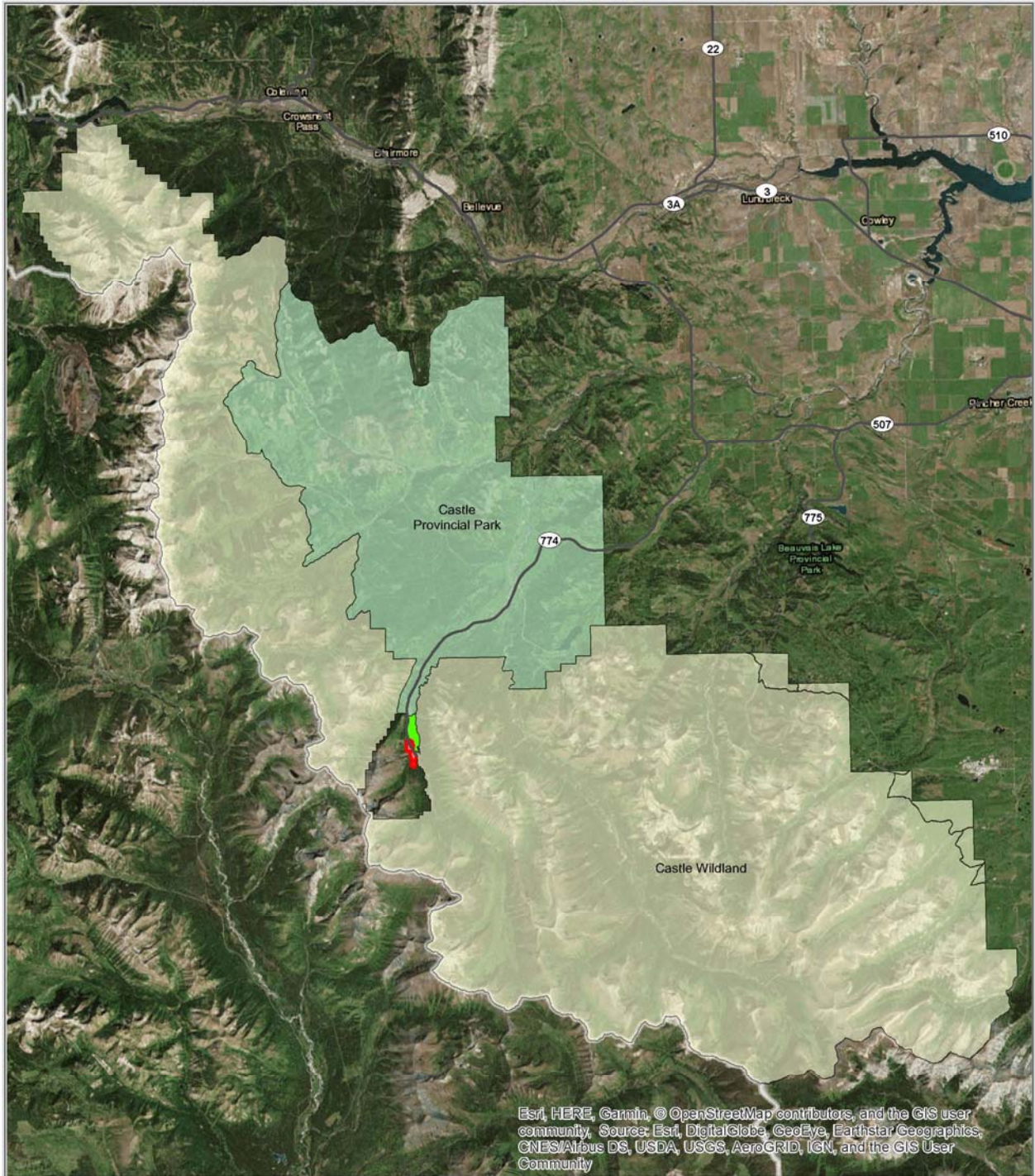
The CMR ski area receives an annual average snowfall of 416 cm at the base of the mountain and 867 cm at mid mountain. Snow pack is heavily influenced by strong Chinook winds that can be both beneficial and detrimental to the Resort. Snow management is a major consideration in both on hill and resort core areas. Packing fresh snow to maintain a consistent ski base is essential. Snow fencing is used to protect some ski runs that experience snow loss from strong wind conditions.

Because of the desire to maintain high water quality for downstream use, careful attention is paid to snow plowing and storage. Snow storage areas are located on the west side of the highway, which serves as a barrier to prevent run-off from directly entering West Castle River.

Castle Mountain Resort Area Structure Plan – DRAFT



Castle Mountain Resort Area Structure Plan – DRAFT



Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community. Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



M.D. OF PINCHER CREEK No. 9  
**CASTLE MOUNTAIN RESORT  
 AREA STRUCTURE PLAN**  
 Bylaw No: \_\_\_\_\_  
 Date: June 2019

Map 2  
 Castle Wildland and Provincial Parks

- Castle Mountain Resort ASP Boundary
- Castle Provincial Park
- Castle Wildland
- West Castle Wetlands Ecological Reserve



Heavy snowfall also requires careful attention to building and roof structures, thus many of the newer buildings have adopted a steeper pitch and use a metal roofing material in response to snow loading conditions.

### ***Avalanche areas***

The risk of avalanches affecting the Resort core and ski slopes is mitigated by trained, skilled staff who monitor and control snow accumulation. Resort development is concentrated in low risk areas.

### ***Wind***

Prevailing winds differ between lower and higher elevations. The higher elevation winds are predominantly west-southwest while lower elevations experience more south-southwest winds that are influenced by valley topography. Wind velocity also varies significantly from the exposed slopes on the upper mountain to the protected areas on the lower slopes and valley floor.

### ***Flood Plain***

The 1:100 year flood plain of the West Castle River lies along the east boundary of the Resort. The nearest resort development is 1 meter above the established flood plain contour.

### ***Forest Conditions***

Fire is a constant potential hazard within a forest environment. Although this is an unlikely event during the winter season, dry spells in the summer pose a threat to the Resort. CMR has installed fire hydrants throughout the Resort, and is working with the Pincher Creek Emergency Services Commission to enhance its firefighting readiness. In addition, Alberta Forestry began work on a firebreak south of the Resort in 2000. CMR also participates in both FireSmart and the MD wildfire prevention programs.

### ***Wildlife***

CMR is located in a rich and diverse wildlife area. The Westcastle Valley provides habitat for large mammals including bears, moose, elk, deer and cougars. Numerous small mammals also populate the area as do a wide range of birds. The Westcastle River provides habitat for Bull and Cutthroat Trout.

## **1.5 Provincial Legislative Framework**

An ASP is a planning document adopted as a municipal bylaw and is intended to provide direction to Council, landowners, and developers on an area's future land uses. As an ASP is adopted by municipal bylaw, public input is sought. *Section 633 of the Municipal Government Act (MGA)* outlines the statutory contents of an ASP. It describes an ASP as follows:

**633(1)** *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may, by bylaw, adopt an area structure plan.*

**(2) An area structure plan**

- (a) *must describe*
  - (i) *the sequence of development proposed for the area,*
  - (ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
  - (iii) *the density of the population proposed for the area either generally or with respect to specific parts of the area, and*
  - (iv) *the general location of major transportation routes and public utilities,*
- and*
- (b) *any other matters the council considers necessary.*

In addition, section 638 of the *MGA* requires that all statutory plans adopted by the Municipality be consistent with one another. This includes consistency in content, policy implementation and method of amendment. Additional requirements for an ASP that may be included by municipalities consist of but are not limited to items such as internal subdivision, road standards, access points, right-of-way, municipal and environmental reserve dedication, developers' obligations, and architectural controls.

The *South Saskatchewan Regional Plan (SSRP)* came into effect September 1, 2014. The *SSRP* uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region until 2024.

Pursuant to section 13 of the *Alberta Land Stewardship Act (ALSA)*, regional plans are legislative instruments.

The *SSRP* has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of *ALSA*, the Regulatory Details of the *SSRP* are enforceable as law and bind the Crown, decision makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect. The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the *SSRP*, while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision.

In the provincial planning context under the *South Saskatchewan Regional Plan*, this plan meets the Implementation Plan subsection 6. *Outdoor Recreation and Historic Resources* by providing outdoor recreation and nature-based tourism opportunities and preserving the region's unique cultural and natural heritage. Under the *SSRP*, the development meets the Implementation Plan subsection 8. *Community Development* by providing municipal and regional recreation opportunities. As provided (Appendix A) in the area's history, the MD of Pincher Creek has been involved in the development of the Resort as a local amenity for many decades. This ASP has also considered land use patterns, transportation, and water as a resource.

## 1.6 2002 Plan Status

The 2002 ASP was envisioned to “...outline a sustainable development plan for the community that is intended to ensure its viability for the next 10 to 20 years.” It was completed by Castle Mountain Resort Incorporated (CMR Inc.) and its consultants. The 2002 plan contained many topics outside the scope of a land use plan and bordered on a business plan in many respects. The plan also captured many planning aspects which are strictly the jurisdiction of the Alberta Government and not within the powers of the municipality to govern.

During the tenure of the 2002 ASP, the MD incorporated CMR related land use districts in the MD of Pincher Creek Land Use Bylaw (LUB) to govern development at the Resort. It also adopted five comprehensive siting plans to initiate the planning process for the various phases of development. Having broached the horizon of the 2002 vision, the MD of Pincher Creek initiated a review of the plan in 2013 through the Oldman River Regional Services Commission. The following plan is the result of that review.

## 1.7 Update Process

The MD of Pincher Creek No. 9 established council as the steering committee for the ASP review. The scope of work for the update was outlined with the aid of the Oldman River Regional Services Commission and began with a questionnaire which was circulated to CMR Inc. and CMR leaseholders. The questionnaire focused on the community’s knowledge of the existing plan and areas where the respondents felt the plan could be improved. During a working meeting, the questionnaire results and a list of issues and opportunities were reviewed with the community and CMR Inc. At a second meeting, a list of potential goals and objectives were presented and reviewed with the leaseholders and CMR Inc.

A Draft ASP was presented for discussion purposes to a group of representatives from the community and CMR Inc. During the response period, CMR requested a tabling of the ASP pending the preparation of the Castle Mountain Resort Master Development Plan (CMRMDP). The CMRMDP was reviewed against the ASP and changes were incorporated where appropriate.

A final draft was then prepared and has resulted in this ASP.

## 2.0 Plan Vision

*Castle Mountain Resort is dedicated to providing a year round experience in an aesthetic, family-oriented friendly atmosphere. The Plan will guide development in a sensitive environment while fulfilling recreation and tourism needs for Alberta.*

## 3.0 Plan Goals

1. The Plan will guide development by:
  - a. recognizing the development limitations and integration of locational attributes;
  - b. providing the parameters for residential accommodation;
  - c. providing the parameters for commercial and recreational amenities.
2. The Plan encourages sustainable development of the resort by:
  - a. minimizing effects of resort use and development on adjacent lands;
  - b. designing the resort for optimal use of infrastructure and capital improvements;
  - c. recognizing water as a valuable resource to be preserved, protected, and used wisely.

## 4.0 Plan Objectives

**The following objectives shall be used as a framework for the policies of this plan and its implementation.**

1. To ensure the development of a resort master plan is in keeping with this area structure plan and other municipal planning documents.
2. To ensure the appropriate size and scale of development of the base area facilities are directly linked to the capacity, location and scope of the resort attractions.
3. To ensure that a pedestrian character of open space and connectivity is maintained.
4. To delineate the required parking among the various resort uses sufficient for day visits and events. To minimize the potential visual impact associated with large parking lots by proper design and distribution of the lots.
5. To minimize potential for pedestrian and vehicular circulation conflicts. The plan will ensure vehicular circulation and transportation improvements are safe.

6. To ensure the Municipal District and provincial agencies are included in any future planning of Castle Mountain Resort.
7. To ensure an Environmental Management Plan is in place to address environmental issues relevant to the location and the use and development of the land.
8. To outline redesignation, subdivision, and development processes that are transparent in their intent.
9. To ensure resort construction that is appropriate for the location through the use of commercial and residential architectural controls (or design and development guidelines).
10. To ensure there is sufficient infrastructure including water, sewer, storm water management, solid waste management and gas/electrical.
11. To accommodate a mix of residential housing types and commercial development given the finite amount of private land.



## 5.0 Plan Policies

**In the context of the plan vision, goals and objectives, the following plan policies are to be utilized when considering any land use development processes.**

### 5.1 Plan Area

Map 3 identifies the legal land descriptions for the Plan Area including portions of Quarter Sections 24 and 25 within Township 4 Range 4 West of the 5<sup>th</sup> Meridian. The area structure plan boundary contains approximately 96 acres of private titled land.

### 5.2 Density and Population Projection

#### *Density*

Density at CMR is a function of three components: residential development, commercial development, and water/sewer capacities. A defined amount of residential dwelling units and commercial patrons (described below) were used in developing the water and sewer capacities as found in Appendix B. It should be noted that a change to one of the components will affect the others and will require an ASP amendment.

#### *Residential Component*

Within the residential component, the term ‘equivalent dwelling units’ is utilized to capture all approvals related to overnight stays. The definition for equivalent dwelling units includes all single unit dwellings, multi-unit buildings, staff units, hostel and hotel. For plan purposes, single unit dwellings include all one unit dwelling types (i.e. single detached residences, manufactured homes, modular homes, prefabricated homes, caretaker suite, etc.) and all multi-unit buildings include semi-detached, plexes, apartments, mixed-use residential, and townhouse/rowhouse.

The residential component consists of a maximum of 225 equivalent dwelling units.

#### *Commercial Component*

Within the commercial component, CMR has chosen to maintain a comfortable carrying capacity of 2,400 peak daily skier visits. This carrying capacity is referred to as the CMR-CCC. To facilitate the CMR-CCC, Castle Mountain Resort have chosen to limit uphill capacity, the amount of parking, the amount of residential accommodation, the type and amount of commercial support facilities, and water/sewer capacities.

The peak daily usage and average weekly usage over the ski season equates to 100,000 skier visits annually. The following occupancy assumptions found in Table 5.2 have been prepared to determine the projected peak density at full build-out of the Resort in accordance with Appendix B, the equivalent dwelling units, and CMR-CCC.

**Table 5.2:  
Castle Mountain Resort  
Occupancy Rate Assumptions**

Season	Time Period	Type of Stay	Number of Occurrences	Number of Days	Occupancy Rate
Winter, ski season*	Mid week	Single family	16	5	25%
		Multi-family, hostel and hotel			60%
	Weekend	All dwelling units	14	2	75%
	Long Weekend	All dwelling units	2	3	90%
	Christmas	All dwelling units	1	7	90%
	Easter	All dwelling units	1	7	50%
Summer	Weekend	Single family	7 (3)	5 (4)	25%
		Multi-family, hostel and hotel			40%
	Long Weekend	Single family	3	3	40%
		Multi-family, hostel and hotel			25%
Spring / Autumn	Week	Single family	21	7	10%
		Multi-family, hostel and hotel			25%
Year round		Caretaker suites			40%

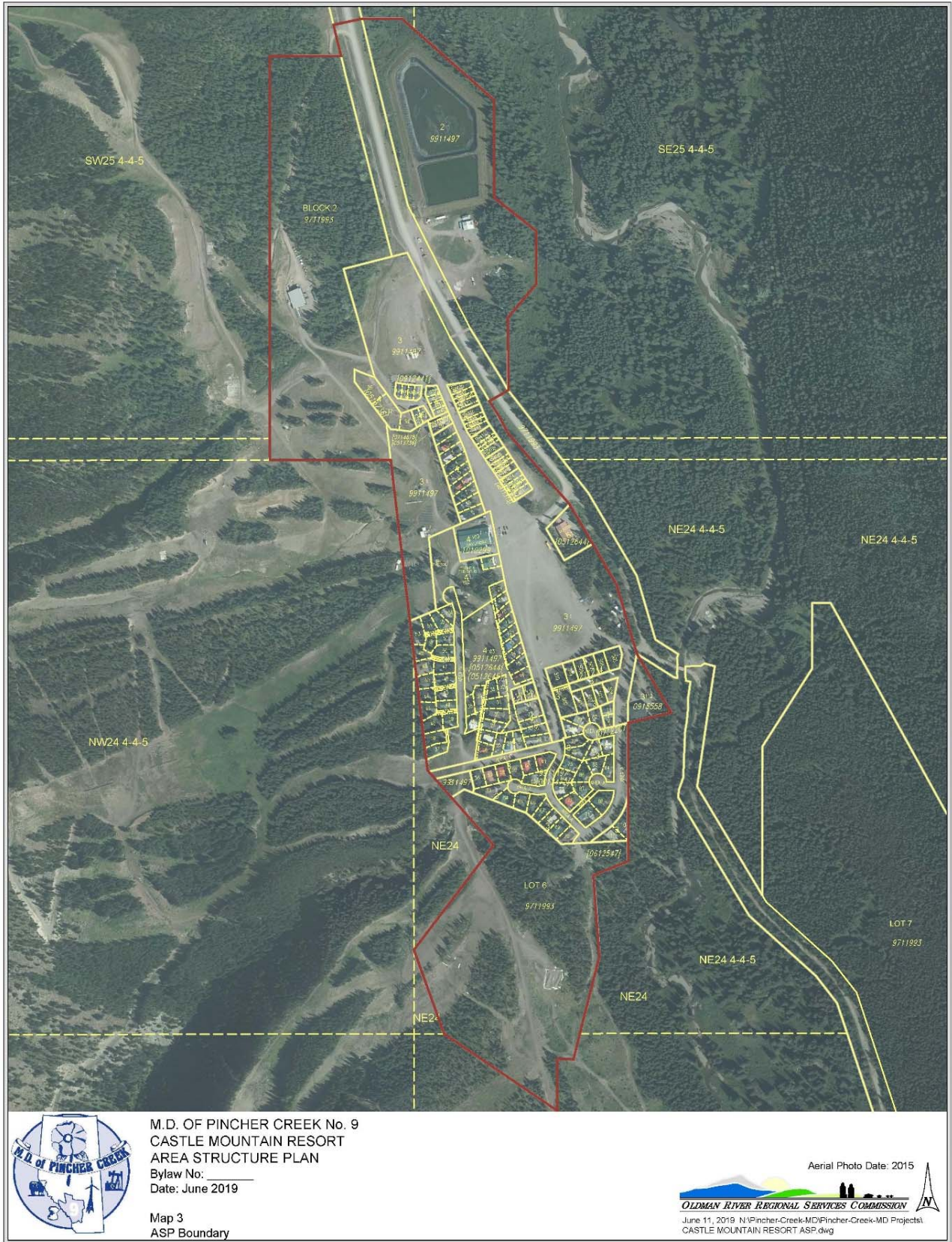
\* For purposes of developing user projections, it has been assumed that the Winter, ski season is 128 days in duration, commencing early December and lasting until mid-April. The Spring and Autumn seasons have been adjusted for the overlap.

**Policy 5.2.1** Within the plan boundary and at current build out, CMR is limited to a maximum of 225 equivalent dwelling units and a comfortable carrying capacity of 2,400 peak daily ski visits.

### **Population Projection**

For planning purposes, 3.5 persons per housing unit is used to project future populations. Based on the persons per housing unit and the permanent units, the population is estimated to be 788 persons. This estimate does not reflect the fact that the uptake of permanent residency is currently minimal with the majority of housing units being utilized as second homes in a recreational property context. Further, this estimate is reduced by the housing units that may be or are allocated to seasonal staff units, the hostel and a hotel.

Castle Mountain Resort Area Structure Plan – DRAFT



M.D. OF PINCHER CREEK No. 9  
 CASTLE MOUNTAIN RESORT  
 AREA STRUCTURE PLAN  
 Bylaw No: \_\_\_\_\_  
 Date: June 2019

Map 3  
 ASP Boundary

Aerial Photo Date: 2015

**OLDMAN RIVER REGIONAL SERVICES COMMISSION**  
 June 11, 2019 N:\Pincher-Creek-MD\Pincher-Creek-MD Projects\CASTLE MOUNTAIN RESORT ASP.dwg

## 5.3 Environmental

### *Environmental Mission Statement*

Castle Mountain Resort ASP endeavors to make a positive difference in the region by adopting environmentally responsible initiatives to minimize the impact on the environment for the development within the ASP boundary.

### *Environmental Management Plan*

This ASP requires adherence to an Environmental Management Plan. The environmental management plan will address the following issues:

- dissemination of environmental information and education to all users of the Resort, contractors and developers,
- methods used to reduce water use including limitations on sprinklers only to re-establish vegetation disturbed during the development process,
- land clearance and protection of existing trees in keeping with the FireSmart and MD wildfire prevention programs,
- drainage control (engineering required),
- erosion and sediment control,
- minimize conflict with wildlife,
- land restoration and landscaping,
- methods of protection of water bodies,
- waste management and hazard materials control,
- weed control, and
- solutions to other issues that may be identified given the specific location of each individual development.

**Policy 5.3.1** The Environmental Management Plan (Appendix D) shall be implemented through subdivision and development approval processes.

**Policy 5.3.2** The Environmental Management Plan will be monitored and updated as needed in cooperation with the MD of Pincher Creek No. 9 Council and government agencies.

**Policy 5.3.3** All development will adhere to the approved Environmental Management Plan and shall submit as part of a development permit a check list of compliance with that plan.

### *Sustainable Development*

In accordance with the CMRMDP, *“the ongoing development at CMR will adapt and implement sustainability best practices. The intent is to ensure that development of all elements of the resort are environmentally sensitive, designed to maintain the ecological integrity of the setting and to mitigate all impacted areas.”*

**Policy 5.3.5** The ASP supports all measures taken by CMR to incorporate green building objectives, incorporate soil erosion best practices, utilize renewable energy systems, monitor water usage, reduce light pollution, manage solid waste and recycling, encourage the installation of energy efficient mechanical equipment and appliances, and utilize appropriate building materials for the alpine environment.

## 5.4 Sequence of Development

It is recognized that build out at CMR has not and may not proceed sequentially. Some areas that have been built out will be entering into a redevelopment phase while others will be entering into newly proposed development.

**Policy 5.4.1** For the purposes of this plan, the sequence of development will proceed in a cohesive manner, where services are available and market demand dictates.

## 5.5 Transportation

The major transportation route to Castle Mountain Resort is Highway 774. This highway has been upgraded by Alberta Transportation to a full paved surface and remains under the care and control of Alberta Transportation.

**Policy 5.5.1** All approvals for access adjacent to the highway shall be processed through Alberta Transportation with notification to the Municipality.

**Policy 5.5.2** All other roads within the Plan Area excepting Highway 774 are considered internal to the Resort and are to be managed by the Resort. Maintenance and upgrades to these private roads shall ensure pedestrian and traffic movements are safely designed.

**Policy 5.5.3** Day-use parking lots for a minimum of 850 vehicles is required at build out.

**Policy 5.5.4** Parking for a minimum of 10 buses is required with a pick up and loading area designated in the Resort core.

**Policy 5.5.5** Clearly delineated barrier-free (handicapped) parking must be provided in close proximity to the Resort core and developed in accordance with Alberta Building Code.

## 5.6 Water Source and Supply

Castle Mountain Resort has a licensed water source with the capability to meet the ASP build out. This system will in the near future be upgraded to a Municipal water source via Cowley/Beaver Mines.

**Policy 5.6.1** The build out design criteria maximum day water demand during ski season is to be 63,500 Imperial gallons/day (290 m<sup>3</sup>/d). Appendix B, the Mercon Engineering report provides the detailed analysis.

### ***Firefighting Water Supply***

**Policy 5.6.2** CMR must ensure Firefighting Water Supply of approximately 800 Imperial gallons/minute (lgpm) [3640 l/s] for a duration of 1.5 hours. Matrix Solutions Inc. engineering report (Appendix C) concluded that a fire storage requirement in the order of 72,000 lgal coupled with the aquifer providing 400 lgpm for firefighting needs is necessary.

### ***Water Treatment***

CMR's groundwater well is a deep well and is located away from any source of pollutants, flooding or direct surface influences. Although treatment of CMR's groundwater supply would not be required, Mercon Engineering recommends that disinfection, by means of chlorination, be undertaken to ensure safe, potable water in constructed storage and distribution mains.

**Policy 5.6.3** CMR must ensure the continued safety of its potable water system until such time that the municipal water system becomes the resort's water source.

### ***Water Distribution System***

Typically, a water distribution system is designed to supply and deliver peak hourly water demands or maximum day demand plus fire flows, whichever is greater. Further, the distribution system is designed to handle normal operating pressures between 350 kPa and 550 kPa (50 to 80 psi) under a condition of maximum hourly design flows. Water mains designed to carry fire flows should have a minimum inside diameter of 150 mm (6 inches). The existing CMR water distribution system consists of 150 mm diameter mains, complete with fire hydrants, and meets the above design criteria.

**Policy 5.6.4** Future extensions to the water distribution system will be designed and constructed to meet engineering standards of the MD of Pincher Creek.

## **5.7 Wastewater Treatment and Disposal System**

At present, the design capacity of the facultative lagoon is not being fully used during the peak winter season. The existing wastewater polishing/storage cell has the construction hydraulic capacity to accommodate all CMR Area Structure Plan development.

**Policy 5.7.1** To provide an insurance/safety margin in regards to CMR's wastewater treatment and disposal facilities, the wastewater flow design criteria used shall be the same as those previously defined for water supply requirements/demands. Appendix B, the Mercon Engineering report provides the detailed analysis.

## 5.8 Solid Waste

Residential and commercial solid waste is currently disposed of in bear-proof disposal containers. There are a number of medium sized containers which are sufficient for the current lots.

**Policy 5.8.1** As more development occurs the number of containers will increase proportionately. The locations for additional containers will be determined as they are needed and will be placed so that they are convenient and visually unobtrusive.

**Policy 5.8.2** Additional procedures shall be developed for solid waste produced during construction projects. These procedures shall be incorporated into the Environmental Management Plan (Appendix D).

## 5.9 Gas Distribution System

Castle Mountain Resort has an agreement with Superior Propane regarding the propane tank farm that services the entire resort. The propane farm was constructed in 2006 to service the existing resort. CMR will be transitioning to natural gas supplied by Atco Gas.

**Policy 5.9.1** All commercial, residential and resort operation lots shall be included in the gas distribution system.

## 5.10 Electrical

Fortis Alberta, Inc. provides Castle Mountain Resort electric power.

**Policy 5.10.1** Upgrades to the distribution and service system will be completed as necessary and as development in the resort core continues.

**Policy 5.10.2** All electrical servicing is encouraged to be underground.

## 5.11 Snow Storage and Run-off Control

The majority of spring snow melt and run-off water from rain storms does not flow directly to a water course, but rather to a ponding area where it percolates into the ground. The ponding areas are located on the east edge of the CMR property. The gravel road forms a berm which holds the water in these tree and grass covered areas thus allowing it to percolate through the gravel to join the ground water. There is one culvert under Highway 774 to prevent flooding and the highway from being washed out. This culvert does flow in the case of extreme water volumes, which allows the water to flow into the swampy section of the wetlands on the east side of the highway. The water passing through this culvert has been slowed down by the flat area of the trees and grasses and the major portion of silt is settled out.

The resort core has most of the snow plowed to the edge of or the south end of the main parking lot. It is occasionally hauled to the edge of the north parking lot adjacent to the sewage lagoons. This snow melts

and percolates into the soil at this site. The grasses and trees in the area also act as retention devices to slow the movement of surface water.

**Policy 5.11.1** All snow storage and run-off control should be addressed in a stormwater management plan.

**Policy 5.11.2** The development of new snow and run-off storage sites or culverts across Highway 774 requires consultation with Alberta Environment, Alberta Transportation, and the MD of Pincher Creek No.9.

**Policy 5.11.3** All erosion damage created by run-off should be evaluated against the stormwater management plan and remediated, where possible.

## 5.12 Design Parameters

Since a finite base area exists within the plan boundary, careful consideration of the developable land is essential. Further base development must be realized in a manner that will not compromise ski terrain development or the environment. The plan endeavors to ensure that new development and redevelopment occurs in a way that fulfils this plans vision and is in keeping with the CMRMDP.

**Policy 5.12.1** CMR development review committee (or its equivalent) and all approval authorities shall consider the following design parameters:

- a. respond to the topography with all buildings and site modifications;
- b. acknowledge environmental factors as identified in the Environmental Management Plan and those found at each particular building site;
- c. create a “village” focal point or resort core, recognizing the linear nature of the Resort;
- d. create a “sense of arrival” through gateway entrance features by including enhanced landscaping, vegetative screening, and coordinated entrance and information signage;
- e. provide underground servicing;
- f. create pedestrian connections/walkways between parking lots, and activity areas as well as residential areas;
- g. utilize distinctive architecture and finishing materials as defined by the architectural controls;
- h. build parking areas that consider slope, snow removal, snow storage, snow shedding from roofs and responsible tree clearing;
- i. promote the pedestrian nature of the village by minimizing vehicle traffic and parking in the commercial core area;



- j. the provision of privacy in residential areas and the avoidance of potential conflict between adjacent land uses shall be resolved through site design considerations such as building placement, window locations, visual screening and the adequate buffering and separation of potentially incompatible areas;
- k. consider weather and climatic impacts related to snow removal, ice build-up, sheltering of outdoor amenity areas from extreme winds, and solar access into public areas;
- l. preserve dramatic views and sight lines; and
- m. review for utilization of the FireSmart program.

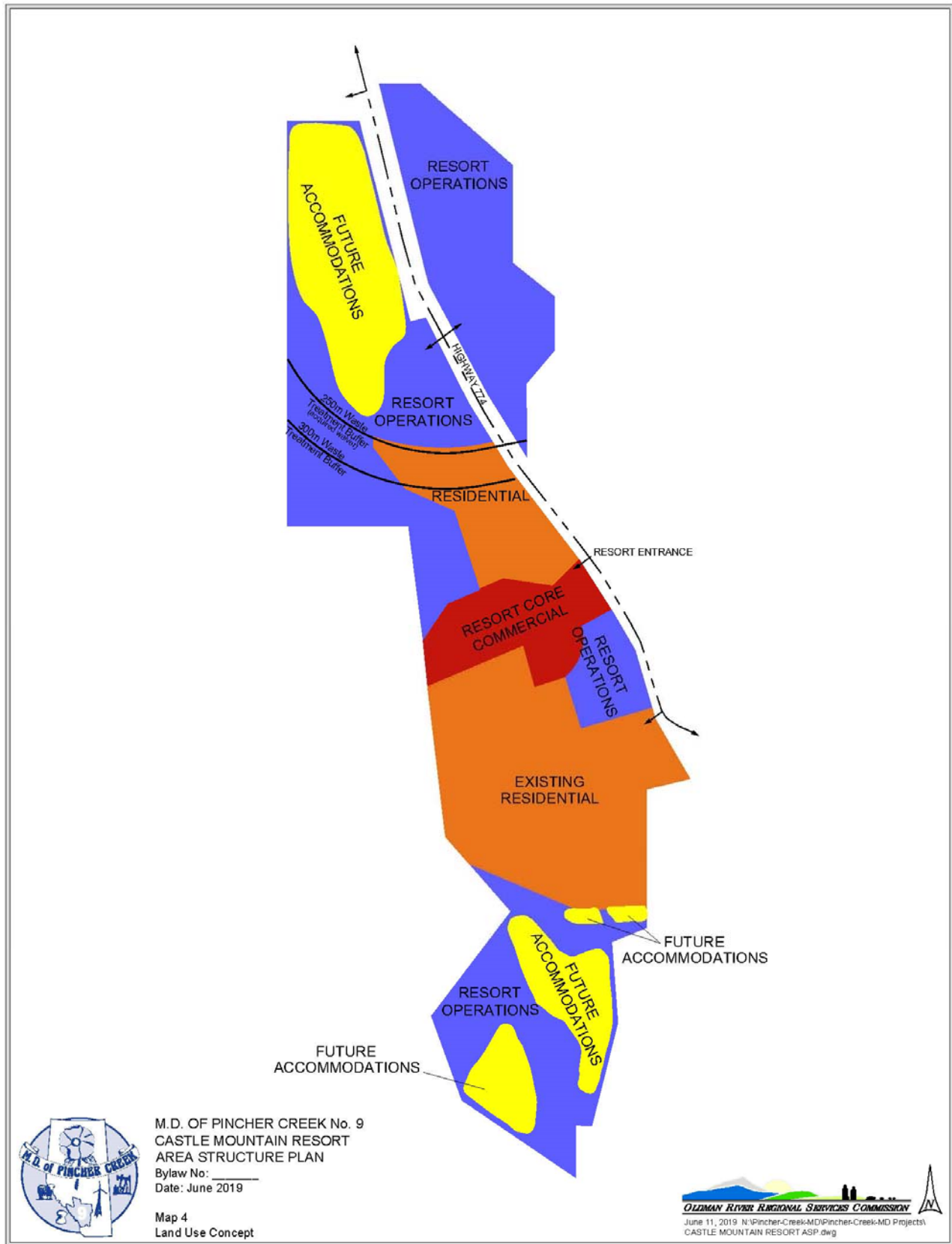
## 5.13 Land Use

The general land use concept is depicted on Map 4 (Land Use Concept). The purpose of the land use concept is to show the general relationship of proposed land uses. It is intended to guide future growth and development within the boundaries of the ASP. The location and size of the land uses shown are conceptual and general. The exact size and location of a particular land use will be defined at the subdivision, development, and land use designation stages.

### *Resort Core Commercial*

The resort core is the center of base area development and functions as the service and amenity focal point within CMR. The amount and type of core area space has a direct relationship to the CMR-CCC.

- Policy 5.13.1** The manner in which the resort core is designed and the types of facilities established will determine the character and ambiance of the Resort. Attention will be paid to the amount and placement of new construction. To that end, development proposals will be designed with 360-degree architecture (where appropriate) and siting reviewed within the context of the visibility from the hill as well as adjacent buildings and structures.
- Policy 5.13.2** A design capacity of 2,400 skiers per day will require 2,600 m<sup>2</sup> (28,000 ft<sup>2</sup>) of commercial space. CMR currently has approximately 2,050 m<sup>2</sup> (22,000 ft<sup>2</sup>) in place, thus an additional 550 m<sup>2</sup> (6,000 ft<sup>2</sup>) of retail, restaurant/bar, or other commercial uses as listed in the land use bylaw may be developed at current build out.
- Policy 5.13.3** Mixed-use housing and caretaker suites are allowed uses in the core.
- Policy 5.13.4** Commercial accommodation is envisioned to include hotel and hostel uses.
- Policy 5.13.5** The numbers of residential units and commercial accommodation developed under policy 5.13.3 and policy 5.13.4 will coincide with parameters set out in the density section of this plan.



### ***Residential Development***

The following provides the policy expectations of future housing types and their characteristics:

- Policy 5.13.6** The future housing unit mix may include: single detached housing units, two-unit dwellings, and multi-unit dwellings.
- Policy 5.13.7** Architectural controls (or design and development guidelines) will be adopted by CMR and reviewed by the MD of Pincher Creek to ensure that a standard or quality of presentation is established throughout the base area.
- Policy 5.13.8** The numbers of residential units will coincide with parameters set out in the density section of this plan.
- Policy 5.13.9** The amount of residential infill to be developed will take into account existing and committed developments.
- Policy 5.13.10** Additional staff accommodation may be provided by developing multi-unit buildings and by encouraging the development of secondary suites into the residential units.

### ***Resort Operations***

The following provides the policy expectations of Resort Operations land use and its characteristics:

- Policy 5.13.11** Resort Operations land use areas include the waste water treatment area, parking lots, maintenance facilities, ski operation facilities, propane tank farm, recreation amenity areas, and recreational vehicle (RV) camping areas.
- Policy 5.13.12** The areas north and south of the existing residential development contain undisturbed vegetation, new development should minimize impacts and the design should incorporate natural environmental features while utilizing FireSmart guidelines.
- Policy 5.13.13** Recreational vehicles provide non-permanent, low cost accommodation for the Resort. Upon redevelopment of the existing RV area, a new site of 50 stalls may be constructed. To support the needs of RV users, a central common building may be constructed to provide restroom, shower, laundry, meeting area, and common kitchen facilities.

## **5.14 Architectural Controls (or Design and Development Guidelines)**

Architectural controls (design and development guidelines) are intended to supplement the requirements of the Land Use Bylaw by providing a set of rules that ensure consistent quality development will be attained and to ensure that there will be an appropriate level of housing design compatibility. Architectural controls may vary to some extent depending on the location within the development area and may be registered on land titles by the developer.

Typical controls that may be in effect include, but are not limited to, the following:

- diversity in home design,
- incorporation of energy efficiency features,
- roof pitch and materials,
- exterior finishing materials,
- landscaping requirements,
- grading and slope requirements,
- snow management, and
- FireSmart program requirements.

**Policy 5.14.1** Architectural Control document(s) shall be submitted to the MD of Pincher Creek for review and approval prior to registration on title. Where an architectural control conflicts with provisions of the Land Use Bylaw, the Land Use Bylaw shall prevail.

**Policy 5.14.2** Development Applications shall include a letter certified by the Castle Mountain Development Committee (or its equivalent). This is to insure projects are certified compliant by the Castle Mountain Development Review Committee prior to being processed through the MD. To support this process, CMR shall identify the approved signatory(s) and submit a letter of authorization to the development authority.

## 6.0 Plan Implementation

### 6.1 Intent and Jurisdiction

This Area Structure Plan is intended to present the total build out of the Castle Mountain Resort to a level that creates an economically sustainable residential development and resort facilities. The Municipal District of Pincher Creek No. 9 has jurisdiction over the area structure plan, zoning, subdivision, development and building permit approval processes for the private titled lands in Castle Mountain Resort.

### 6.2 Government Approvals

The proposed development described in the Area Structure Plan requires other jurisdictional approvals. These other jurisdictions are charged with ensuring that provincial regulations are met that will protect water quality, fisheries and wildlife, and other environmental issues. Castle Mountain Resort will seek and receive all provincial approvals required for continued operation and development.

**Policy 6.2.1** Within CMR’s development parameters, the province has not required an Environmental Impact Assessment (EIA). Prior to approval of any amendment that would increase the total residential equivalent housing units, resort area boundary or CMR-CCC, Council will request that Alberta Environment rule on the requirement for an Environmental Impact Assessment.

**Policy 6.2.2** All new applications to the Government of Alberta that would expand the department license of occupation area, change licensing for water or sewer capacity, change or improve access to Highway 774, and all environmental applications shall be made known to the MD of Pincher Creek at the time of application and all resulting decisions by the government shall be copied to the MD of Pincher Creek. An evaluation of the impact on the ASP will result.

**Policy 6.2.3** All references to a specific government agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body, or department.

### 6.3 Municipal Development Plan and Land Use Bylaw Review

**Policy 6.3.1** Upon adoption or amendment of this plan, the MD Administration shall initiate a review of the Land Use Bylaw and Municipal Development Plan (MDP) in relation to the Area Structure Plan. Their findings shall be forwarded to the MD of Pincher Creek Council for consideration.

**Policy 6.3.2** The Comprehensive Siting Plans shall be rescinded and the relevant information be incorporated into the Land Use Bylaw.

**Policy 6.3.3** The requirement for CMR architectural control approval letters shall be added to the Land Use Bylaw as a requirement for all permit applications within the resort.

## 6.4 Redesignation Application Referrals

**Policy 6.4.1** When considering applications for redesignation of lands, the application and relevant information shall be sent to the following agencies:

- a. utility providers including, but not limited to, phone and electrical;
- b. local authorities:
  - Livingstone Range School Division,
  - Holy Spirit Roman Catholic Separate Regional Division No. 4,
  - Pincher Creek Emergency Services;
- c. provincial government departments:
  - Alberta Culture and Tourism,
  - Alberta Environment and Parks,
  - Alberta Health Services,
  - Natural Resources Conservation Board (when appropriate),
  - Alberta Transportation (when appropriate);
- d. others that Council may deem appropriate.

Council will consider any responses received within a reasonable period of time.

## 6.5 Subdivision

**Policy 6.5.1** Subdivision applications will be made through the Oldman River Regional Services Commission on behalf of the MD of Pincher Creek. MD approvals will be in accordance with Provincial Legislation, the Municipal Development Plan, the Castle Mountain Resort Area Structure Plan and the MD Land Use Bylaw.

**Policy 6.5.2** In accordance with *MGA* and the MDP municipal reserve policy, the MD of Pincher Creek will require payment of cash-in-lieu of land as a condition of each subdivision.

**Policy 6.5.3** For the area described in Map 5, an application for subdivision to convert leasehold titles to fee simple titles will only be accepted as a condominium plan in accordance with the *Condominium Property Act*, *Municipal Government Act*, and *Land Titles Act*.

**Policy 6.5.4** The subdivision authority requests that all proposed subdivision applications include information on the availability of a water supply, sewage disposal system, and storm water management. In the case of water supply, the calculation shall include number of units being proposed and the impact on the supply.


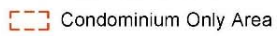
Castle Mountain Resort Area Structure Plan – DRAFT



M.D. OF PINCHER CREEK No. 9  
CASTLE MOUNTAIN RESORT  
AREA STRUCTURE PLAN

Bylaw No: \_\_\_\_\_  
Date: June 2019

Map 5  
Condominium Only Area

-  Year Round Road
-  Condominium Only Area



Aerial Photo Date: 2015

June 11, 2019 N:\Pincher-Creek-MD\Pincher-Creek-MD Projects\Castle Mountain Resort - Condominium Only Area (ASP Map 5).dwg

## 6.6 Development

- Policy 6.6.1** A development permit is required for each proposed development at the Resort in accordance with the Land Use Bylaw.
- Policy 6.6.2** A building permit is required for all non-exempt construction in accordance with Alberta Safety Codes.
- Policy 6.6.3** All permanent residential and commercial development shall be serviced to the satisfaction of the Development Authority and Alberta Environment.
- Policy 6.6.4** All resort parking shall be in accordance with the Castle Mountain Resort Comfortable Carrying Capacity. The layout will be provided according to a resort master plan and shall include all public and private parking areas. The design and construction of all parking areas will be provided to the satisfaction of the Development Authority and shall take into consideration: site slopes; snow storage and snow shedding from roofs.
- Policy 6.6.5** In addition to the preceding application and approval procedures, the MD will withhold the approval of any development application that does not demonstrate the architectural control approval of CMR. This will ensure that any proposed development meets with the architectural controls of the Resort. To support this process, CMR shall identify the approved signatory(s) and submit a letter of authorization to the development authority.
- Policy 6.6.6** The development authority requests that all proposed development applications include reporting on the availability of a water supply, sewage disposal system, storm water management, and solid waste disposal.
- Policy 6.6.7** Development Application notification processes will be updated in the Land Use Bylaw to include a registered Condominium Board.

## 6.7 Castle Mountain Resort Master Development Plan

Although the Area Structure Plan is the governing land use document for the base area titled lands, there is a need to coordinate resort business planning including the agreements with the Alberta Government to this document. The completed Castle Mountain Resort Master Development Plan provides the guiding vision as the resort development moves forward, but does not constitute an ASP required policy.

- Policy 6.7.1** Any changes to the CMRMDP developed by Castle Mountain Resort shall be submitted to the MD of Pincher Creek for review for compliance with this document and other Municipal planning documents. The MD upon receipt of the document will produce a response brief to Castle Mountain Resort outlining recommendations.
- Policy 6.7.2** It is expected that the CMRMDP document will utilize this ASP and other provincial and MD planning documents in its implementation.



**Policy 6.7.3** If the Master Development Plan implementation requires amendment to this document, Castle Mountain Resort shall apply for the amendment.

## 6.8 Infrastructure Master Plan

**Policy 6.8.1** CMR Inc. is encouraged to complete an Infrastructure Master Plan and to submit a copy to the Municipal District of Pincher Creek Council. This plan should cover, but is not limited to, an Asset Management Investment Strategy which should contain the following:

- a. Existing water and sewer infrastructure inventory,
- b. Replacement value of water and sewer infrastructure,
- c. Remaining life of water and sewer infrastructure, and
- d. An implementation plan for maintaining the water and sewer infrastructure systems.

## 6.9 Waiver of Area Structure Plan Policies

**Policy 6.9.1** As allowed for in the Municipal Development Plan and Land Use Bylaw, the Subdivision Authority or Municipal Planning Commission may approve an application for subdivision or development approval even though the proposed application does not comply with the area structure plan if, in its opinion, the proposed application would not:

- a. unduly interfere with the amenities of the neighbourhood; or
- b. materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land.

**Policy 6.9.2** When the Subdivision Authority or Municipal Planning Commission is considering a policy waiver as allowed for above, the authority shall consider the following:

- a. whether the variance is minor and if it complies with other statutory plans and bylaws,
- b. the comments of the appropriate persons and agencies received through the referral process have been considered,
- c. effects on the operations of the municipality's road network,
- d. the professional plans or studies provided by the applicant which support the proposed need for waiver.

## 6.10 Plan Review and Amendment

As the Castle Mountain Resort Area Structure Plan is a bylaw of the Municipality, a formal process as outlined in the *Municipal Government Act* is required to amend the Plan.

**Policy 6.10.1** The future land use and development outlined in the Castle Mountain Resort Area Structure Plan is intended to address a long-term time horizon. Periodic review and occasional amendment of the Castle Mountain Resort Area Structure Plan through public hearing may be required in accordance with the *Municipal Government Act*.

**Policy 6.10.2** The Castle Mountain Resort Area Structure Plan is flexible enough to allow for review and amendment every five years or when the Municipality should deem it appropriate.

## 7.0 Definitions

**For the purposes of this plan, the definitions stated below apply. If a word or term is not defined below, then the definition in the MGA or the land use bylaw applies.**

**Alberta Land Stewardship Act (ALSA)** – The *Alberta Land Stewardship Act, Statutes of Alberta, 2009, Chapter A-26.8*. The Act and its regulation are the legislated legal basis for regional land-use planning in Alberta, which for the MD of Pincher Creek is the *South Saskatchewan Regional Plan*.

**Area Structure Plan** – A statutory plan, adopted by Bylaw, which provides a policy framework for the evaluation of proposals for redesignation, subdivision and development of a specified area of land in the Municipality.

**Caretaker Suite** – As defined in the Municipal District of Pincher Creek Land Use Bylaw.

**Castle Mountain Resort (CMR)** – For the purposes of this document, Castle Mountain Resort refers to the development area for Castle Mountain Resort which includes the Castle Mountain Community Association and Castle Mountain Resort Incorporated.

**Castle Mountain Resort Development Review Committee** – A CMR committee (or its equivalent) established to internally review subdivision and development proposals prior to submittal to the MD of Pincher Creek.

**Castle Mountain Resort Master Development Plan (CMRMDP)** – A conceptual planning document representing the preferred development direction for Castle Mountain Resort.

**Comfortable Carrying Capacity (CCC)** – A ski industry concept referring to the number of skiers/boarders that a mountain can accommodate per day, in a fashion where guest experiences match their expectations, while having the least amount of impact on the physical environment.

**Condominium** – A building or structure where there exists a type of ownership of individual units, generally in a multi-unit development or project where the owner possesses an interest as a tenant in common with other owners in accordance with the provisions of the *Condominium Property Act*.

**Condominium Plan** – A plan of survey registered at a Land Titles Office prepared in accordance with the provisions of the *Condominium Property Act, Revised Statutes of Alberta 2000, Chapter C-22*, as amended.

**Council** – The Council of the Municipal District of Pincher Creek No. 9.

**Day visitors** – The number of day visitors is estimated by subtracting the number of overnight onsite stays from the total number of visitors

**Day Lodge** – A ski amenity building housing a cafeteria style restaurant, large dining room and restrooms. The walkout basement beneath the day-lodge houses the ticket office, administrative offices, staff room and additional guest areas.

**Development Agreement** – A contractual agreement completed between the municipality and an applicant for a development permit or subdivision approval which specifies the roadways, walkways, public utilities, and other services to be provided by the applicant as a condition of a development permit or subdivision approval, in accordance with the *Municipal Government Act*.

**Development Authority** – The body established by bylaw to act as the Development Authority in accordance with section 624 of the *Municipal Government Act*.

**Designate** (“Redesignate”, “redistrict”, or “rezone”) – The changing of an existing land use district on the official Land Use Districts Map in the Land Use Bylaw.

**FireSmart** – A program developed in Alberta by Partners in Protection and the Alberta Government to educate stakeholders on the risks of developing in the Wildland Urban Interface and methods to reduce the risk of wildfire to developments. The publication “FireSmart Guidebook for Community Protection” outlines minimum standards for development in the Wildland Urban Interface.

**Goals** – Goals are broad statements that define the ultimate condition desired. In this framework, goals are intended to elaborate upon the fundamental principles of the community vision, and express an ideal. Some goals will conflict with other goals, which simply means that in the real world, trade-offs are necessary.

**Infrastructure** – Public and private utility systems in the Municipality that may include, but are not limited to, the transportation network, water and sewage disposal systems, and utilities.

**Land Use Bylaw** – A bylaw of the Municipality passed by Council as a *Land Use Bylaw* pursuant to the provisions of the *Municipal Government Act* and intended to control, and/or regulate the use and development of land and buildings within the Municipality.

**Land Use District** – One or more divisions of the Land Use Bylaw establishing permitted and discretionary uses of land or buildings with attendant regulations.

**MD** – Refers to the Municipal District of Pincher Creek No. 9, in the Province of Alberta.

**Municipal Government Act (MGA)** – Refers to the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time.

**Municipal Development Plan** – The Municipal District of Pincher Creek No. 9 *Municipal Development Plan* is the principal statutory land use plan for the entire Municipality, adopted by Council, in accordance with the provisions of the *Municipal Government Act*.

**Municipal Reserve** – The land specified to be municipal and school reserve by the Subdivision Authority pursuant to section 666 of the *Municipal Government Act*.

**Municipality** – The Municipal District of Pincher Creek No. 9 and, when the context requires, means the area contained within the boundaries of the Municipality.

**Objectives** – Objectives are very similar to goals, except they are more specific, and use terms that indicate the direction of change that is needed. The increased clarity of the objectives makes it easier to understand the problems that are addressed, and to set measurable targets for performance.

**Plan** – Refers to the Castle Mountain Resort Area Structure Plan as adopted by Council and amended from time to time.

**Plan of Subdivision** – A plan of survey prepared in accordance with the relevant provisions of the *Land Titles Act* for the purpose of effecting subdivision.

**Private Utility** – A utility service offered to the public by a private utility company or co-op including, but not limited to, the provision of gas, electricity, water or telephone services.

**Qualified Professional** – An individual with specialized knowledge recognized by the Municipality and/or licensed to practice in the Province of Alberta through the Association of Professional Engineers and Geoscientists of Alberta (APEGA) or the Alberta Land Surveyors' Association (ALSA). Examples of qualified professionals include, but are not limited to engineers, geologists, hydrologists and surveyors.

**Redesignation** – Refers to the reclassification by the Municipality of a land use designation in the *Land Use Bylaw* applicable to a specific area of the Municipality.

**Resort Core** – Refers to the central development area containing mainly commercial and amenity development and is intended to establish the theme character and ambiance of the resort.

**Secondary Suite** – As defined in the Municipal District of Pincher Creek Land Use Bylaw.

**South Saskatchewan Regional Plan (SSRP)** – The regional plan and regulations established by order of the Lieutenant Governor in Council pursuant to the *Alberta Land Stewardship Act*.

**360-Degree Architecture** – The full articulation of all building facades. This includes variation in massing, roof forms, and wall planes, as well as surface articulation. The concept of 360-degree architecture is to design a building where all sides of the structure have been detailed to be complementary in architecture, massing, and materials to the primary street elevation or front facade. In other words, the building should be aesthetically pleasing from all angles.

## **8.0 Appendix A**

### **History**

## 8.0 Appendix A

### History

The Westcastle Ski Area has operated virtually as it exists today for 50 years. It was developed initially by Castle Mountain Resorts Ltd., a private company owned by Paul Klaus, a Swiss alpinist, and Charlie Virtue, a Lethbridge lawyer. The facility opened in 1966 with Lift No. 1, the north T-bar on the novice slope, and Lift No. 3, the long T-bar serving the expert terrain on the east facing slopes of Gravenstafel Ridge.

In 1967, the operation expanded, a second storey was added to the day lodge, and two new T-bars were constructed. Lift No. 2 was added for the intermediate runs and Lift No. 4 was provided to access the high alpine bowl.

In 1970, Lift No. 4 was sold to cover expenses. In 1971 Castle Mountain Resort Ltd. went into receivership and subsequently obtained a loan from the Alberta Opportunity Corporation to consolidate debts, as well as provide on hill accommodation. Sixteen camper stalls, eight lots and ten chalet sites were developed and the sewage disposal system was improved.

In 1974, the parking lot was enlarged, the telephone service was completed, and three trails were cut on the north face of Haig Ridge. In 1975 the Westcastle Ski Area hosted the alpine events of the Alberta Winter Games.

In 1976, the day lodge was destroyed by fire, and in 1977 Castle Mountain Resort Ltd. declared bankruptcy. After unsuccessful attempts to sell the property, the Town of Pincher Creek and the Municipal District of Pincher Creek No. 9 purchased the assets in 1978. Since then, the facility has been operated by the Westcastle Management Committee, with the ultimate goal of developing a complete ski area with a diversity of terrain by expanding onto Haig Ridge.

In 1985, The Legislative Assembly of Alberta passed Bill PR 10, the *Westcastle Development Authority Act*, incorporating the Westcastle Development Authority (WDA). The mandate of the WDA was as follows:

*“...establish, develop, sell, lease, maintain, manage and operate Westcastle Park with all related facilities including, but not limited to housing, recreation, and commercial requirements.”*

The goals of the WDA were to preserve alpine skiing in southern Alberta, and to have a four-season family recreation area established as Westcastle on a scale large enough to provide significant social and economic opportunities for southern Albertans.

The site proposed for the development of Westcastle Village was subject to the following planning documents registered by the Province of Alberta.

1. A Policy for Resource Management of the Eastern Slopes, (Revised 1984)
2. The Castle River Sub-Regional Integrated Resource Plan, (1985)
3. The Westcastle Resort Area Structure Plan, (1987)

In 1982, Travel Alberta commissioned the preparation of a survey and mapping report for the West Castle River flood plain and the existing ski area.

In 1985, the Alberta government approved the Castle River Sub-Regional Integrated Resource Plan on June 19, 1985. The plan “*applies to public lands within the Castle River Planning Area, and not to any private or federal lands.*”

In 1986, Ecosign Mountain Recreation Planners Ltd. were engaged by the Westcastle Development Authority to complete a study to evaluate the physical and economic feasibility for the private sector development and operation of a major resort; featuring downhill skiing at the Westcastle Ski Area. The study concluded that the ski area could comfortably accommodate 3,200 skiers per day.

The Alberta government sold 12.5 hectares (31 acres) of public lands in the West Castle for an expansion of the ski hill, as well as commercial and residential development. The land is sold for \$1,235.50/hectare (\$500/acre). Provisions were made in the Agreement for an option to purchase an additional 135 acres (54.63 hectares). The purchased land included most of the existing base area development at the Westcastle Ski Area, and the optioned land incorporated the remainder of the river valley which appeared appropriate for future development.

In March 1989, Vacation Alberta Corporation, a private Albertan company, entered into a three-party agreement entitled “*Memorandum of Understanding*” with Alberta Tourism and the WDA. This agreement stated the priorities of all three parties to complete a proposal for capital funding and operation of a four-season destination resort at Westcastle.

In April 1989, Stevenson Kellogg Ernst and Whinney completed a market analysis for The Government of Alberta Department of Tourism, entitled: *Potential Market Demand for a Four-Season Resort at Westcastle*. The study concluded that there is a market demand for a phased expansion of the ski area to 3,200 skiers per day, a golf course, hotel accommodation, as well as affordable recreation property.

In July 1989, a “*Land Agreement*” was completed outlining the terms and conditions under which Vacation Alberta Corporation may purchase the lands from the WDA. Subsequently, The Lombard North Group (1980) Ltd. was engaged by the WDA and Vacation Alberta to conduct a preliminary environmental analysis of the site and prepare the Westcastle Resort Concept Plan.

In March 1991, Golder Associates Ltd. completed for the Province of Alberta, a groundwater investigation at Westcastle Ski Area, which confirmed the availability of groundwater to supply the resort. The governments of Alberta and Canada have agreed to provide assistance to complete further studies.

In May 1991, William C. Rutledge Architects Ltd. was commissioned to summarize the information gathered in previous studies and prepare a Preliminary Master Plan to become the basis of the Environmental Impact Assessment.

In June 1991, the firm Hardy BBT commenced an Environmental Impact Assessment of the proposed resort, to evaluate the physical, social, economic and environmental effect of the proposed development. The issues were identified in consultation with a local advisory committee, which is comprised of representatives from the Pincher Creek Town Council, the Municipal District No. 9 Council, and The



Mayors Round Table on the Environment, as well as concerned citizens. The final document was presented to the Natural Resource Conservation Board (NRCB).

In August 1992, The Preliminary Master Plan was revised to reduce the environmental impact of the development. The detailed analysis of the Wildlife Management and Hydrological Consultants indicated that the proposed concept restricted the migration of the ungulates and would require significant mitigation to justify the relocation of the river. Subsequently, the design was changed, the golf course was shifted out of the established wildlife corridor, and the access to the ski lift at the base of Haig Ridge was provided with four pedestrian bridges over the river. The illustrations and text of the Preliminary Master Plan document have been adjusted and re-issued as The Revised Master Plan.

In 1993, the Natural Resources Conservation Board (NRCB) finds that the ski resort operated by Vacation Alberta can be expanded only if the rest of the area receives Wildland designation.

Vacation Alberta sues the Alberta government over its failure to designate the West Castle Wildland Recreation Area, and its subsequent withdrawal of permission to develop the ski resort. They claim that the Alberta government has no right to unilaterally cancel their project or to revoke the NRCB permission. The case is settled out of court. West Castle Development Authority purchases an additional 40 hectares (100 acres) of public land for \$1,235.50/hectare (\$500/acre). This land adjoins those public lands sold in 1986 and allows further development of the Castle Mountain Resort. (*Alberta Wilderness Association (AWA)*. Castle - History, 2014. <http://albertawilderness.ca/castle-history>. February 24, 2015.)

The Westcastle Supporters Association [WSA] a group of avid Castle-men and women created a trust fund to ensure the solvency of the hill and with the MD's best wishes undertook to operate the mountain. The first year was a struggle but the second year, 1995, demonstrated the possibility of greater things to come. The present day groundwater supply well was drilled during this time period and was extensively tested in February / March 1999. (*Water and Wastewater Utility Infrastructure Systems at Castle Mountain Resort* Mercon Engineering, September 2001)

In 1994, Order in Council 812/94 to annex the lands containing Castle Mountain from an Improvement District governed by the province to the Municipal District of Pincher Creek No.9 took effect on December 31. This process was followed up with the amalgamation of the Improvement District to the MD which took effect under Order in Council 363/95 January 1, 1996.

In 1995, the Alberta Government rescinds the *Planning Act* and adopts the *Municipal Government Act* under which the municipalities are given more autonomy to plan private lands under Part 17. The government limited the powers of local government over crown interests through sections 618 and 619.

Following the resignation on April 19, 1995, of four of the twelve members of the Castle River Consultation Group, on May 11, 1995, the Government of Alberta decides to withdraw its conditional authorization of the NRCB approval. Thus ending the proposed development and nullifying the NRCB conditions and recommendations set out in its 1993 decision report.

An investor group incorporated Castle Mountain Resort Inc. and in the summer of 1996 purchased the resort and its assets from the MD of Pincher Creek. An initial share offering raised enough money to install a triple chair at the base, buy a second snowcat and most importantly purchase a double chair from

Sunshine. There were also plans to open the top of the mountain and quadruple the ski terrain. During the summer of 1998 this was accomplished. The resulting terrain improvements put Castle on the map of great places to recreate with some of the best fall-line steeps in North America. CMR also upgraded the water distribution system with the installation of fire hydrants to provide some firefighting ability. (*Water and Wastewater Utility Infrastructure Systems at Castle Mountain Resort* Mercon Engineering, September 2001.)

In June 1999, CMR Inc. was granted approval by Alberta Environment, under the *Environmental Protection and Enhancement Act* for the construction, operation and reclamation of a Class 1 wastewater treatment plant for Castle Mountain Resort. The new wastewater lagoon treatment facility was placed into operation in mid-December 1999. (*Water and Wastewater Utility Infrastructure Systems at Castle Mountain Resort* Mercon Engineering, September 2001.)

In 2000, the Legislative Assembly of Alberta repealed the *Westcastle Development Authority Act* under Bill PR 3. The private members bill put forward by MLA Coutts proposed the dissolution of the Authority. Legal Counsel Doug Evans for the MD provided testimony to the Legislature for the rationale of ending the municipal control of the ski hill. He reported that the Municipal District and Town of Pincher Creek having spent \$200,000 each had wiped out their funding for the resort and that operations were now under control of Castle Mountain Resort Inc.

In 2002, the Castle Mountain Resort Area Structure Plan was adopted as Bylaw 1069-02.

In December of 2006, Mount Haig opened adding terrain for intermediate and novice runs. In 2009, the Province of Alberta adopts the *Alberta Land Stewardship Act (ALSA)*.

In July 2014, as a measure of implementing *ALSA*, the Province of Alberta adopted the *South Saskatchewan Regional Plan (SSRP)* and it came into effect September 1, 2014. During the planning process, the Regional Advisory Council identifies Castle Mountain Resort as a tourist destination node. The final plan established a strategic plan and an implementation plan which places Castle Mountain Resort in the Destination Management Area called Southwest Alberta.

The *SSRP* replaced the *Provincial Land Use Policies* and *A Policy for Resource Management of the Eastern Slopes* (Revised 1984).

Castle Provincial Park and Castle Wildland Provincial Park were established on February 16, 2017, and are managed according to Alberta's *Provincial Parks Act*. The Castle Provincial Park and Castle Wildland Provincial Park Draft Management Plan was adopted May 2018.

Castle Mountain Resort Inc. with their consultant Brent Harley and Associates Inc. completed a Master Development Plan in May of 2017. The document in consultation with Alberta Government officials sets a new vision for the Resort as it looks to the future.

## **8.0 Appendix B**

### **Water and Wastewater Utility Infrastructure Systems**

**WATER and WASTEWATER UTILITY  
INFRASTRUCTURE SYSTEMS  
at  
CASTLE MOUNTAIN RESORT**

**Prepared For:  
CASTLE MOUNTAIN RESORT INC.**

**Prepared By:  
MERCON ENGINEERING (1988) LTD.  
#340, 1414-8 Street SW  
Calgary, Alberta T2R 1J6  
Phone: (403) 244-2172 Fax: (403) 229-3778**

September, 2001

File: 1040-1-1

13 September, 2001

File: 1040-1-1

LETTER OF TRANSMITTAL

Castle Mountain Resort Inc.  
Box 610  
Pincher Creek, Alberta  
T0K 1W0

Attention: Mr. G. Robinson  
Director

**RE: WATER AND WASTEWATER UTILITY INFRASTRUCTURE SYSTEMS AT  
CASTLE MOUNTAIN RESORT**

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Dear Sir:

Please find enclosed the above referenced report outlining Castle Mountain Resort's (CMR) existing water and wastewater utility infrastructure systems, their present system capacities/capabilities, and system upgrades and/or expansions required to provide sound servicing of the development of CMR as documented in its Area Structure Plan.

We trust that this information satisfies your requirements. Should you have any questions or comments, please do not hesitate to contact the undersigned.

Yours very truly,  
**MERCON ENGINEERING (1988) LTD.**

Peter Mulyk, P. Eng.

Encl.

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## **INTRODUCTION**

The Castle Mountain Resort (CMR) ski area is located in the Westcastle Valley and the Clarke Range of the Rocky Mountains in the southwestern corner of Alberta.

The Ski resort area was first developed in 1966 by a private developer. In 1976, the then day lodge was destroyed by fire and by the Fall of 1977, the resort had gone into bankruptcy. From 1977 to 1996, the Town of Pincher Creek and the Municipal District of Pincher Creek, through the Westcastle Management Committee and the Westcastle Development Authority operated the resort area.

In June 1985, the Legislative Assembly of Alberta passed the Westcastle Development Authority Act (Bill PR10), which created a corporate body known as the Westcastle Development Authority (W.D.A.) and empowered the W.D.A. to:

“...establish, develop, sell, lease, maintain and operate Westcastle Park with all related facilities but not limited to housing, recreation and commercial requirements.”

The current corporation, Castle Mountain Resort Inc. (CMR), assumed ownership of the former Westcastle Park in 1996 and has, and continues to concentrate its efforts in achieving the goal of developing, operating and maintaining a competitive and viable regional ski hill.

Currently, CMR is assembling a “Castle Mountain Resort – Area Structure Plan” (ASP) to outline and document the various aspects of its growth and development into a viable, stable regional ski hill resort.

This report outlines CMR’s existing water and wastewater utility infrastructure systems, their present system capacities/capabilities and defines system upgrades and/or expansions required to provide sound servicing of the development of Castle Mountain Resort as documented in the Area Structure Plan.

## WATER & WASTEWATER UTILITIES: BACKGROUND

### **WATER SYSTEM**

Since its original development as a ski hill area, Castle Mountain has secured its domestic, potable water supply from a groundwater well source located near the ski lodge. The present day groundwater supply well was drilled in 1995 and was extensively pump tested in February/March 1999 <sup>(1)</sup>.

Groundwater from the well supply is pumped to a 90<sup>±</sup> m<sup>3</sup> (20,000 Imperial Gallon) concrete reservoir located to the west of, and above the ski lodge. The concrete water reservoir is some thirty-five (35) years old. From the reservoir, potable water is distributed by means of gravity watermains to the area's user developments.

After acquiring the ski resort area in 1996, CMR upgraded the water distribution system with the installation of fire hydrants to provide some firefighting ability. In 1997 and 1999, extensions to the water distribution system were made to service the present day 88 residential lease lots. The watermain distribution systems installed by CMR are in accordance to Alberta Environment's "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems".

### **WASTEWATER SYSTEM**

In 1996, when CMR assumed ownership of the Castle Mountain ski area, all domestic wastewater was collected, via gravity sewers, and flowed to a central septic tank located adjacent to the then existing day lodge. From this septic tank, the effluent flowed, again by gravity, to a tile field disposal area located east of the ski hill's base parking lot area. The disposal field contains approximately 760m (2500 feet) of weeping lateral pipe. This existing septic tank and disposal field system had been in operation for some thirty (30<sup>±</sup>) years.

In February/March, 1996, CMR retained the services of KNG Limited to conduct a reconnaissance survey of the West Castle River <sup>(2)</sup> to:

- characterize the chemical nature of the river water as a reference for future studies;
- determine if the sewage from the Westcastle Park ski area is having an impact on the water quality in the West Castle River in the immediate vicinity of the resort."

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(1) Reference Report: "1999 Pump Test, Supply Well, Castle Mountain Resort, N ½-24-004-04 W5M" prepared for Castle Mountain Resort Inc. by Matrix Solutions Inc., March, 1999.

2) Reference Report: "West Castle River, Water Quality Survey at the Westcastle Park Ski Area in SW Alberta." prepared by KNG Limited for Castle Mountain Resort Inc., March 1996.



The KNG Limited report <sup>(2)</sup> concluded that:

“There is no evidence, from the chemical analyses of any impact from sewage.”

In 1997, the 30 ± year old existing septic tank was decommissioned by CMR in favour of a newly constructed 68 m<sup>3</sup> (15,000 Imperial gallon) dual compartment septic tank located at the head of the disposal laterals field. Improvements were made to the piping header system to the existing laterals and a pumping system was installed to dose the disposal field with effluent from the septic tank.

In 1997, CMR commissioned Groundwater Solutions Ltd. “to install new monitoring wells for the septic system and to prepare the groundwater monitoring portion of the 1997 wastewater report”.<sup>(3)</sup> This Groundwater Solutions report concluded that:

“Down-gradient groundwater indicates minimal impacts from the septic field; chloride and NO<sub>3</sub> are increased as a result of septic discharge, but both are below Canadian drinking water guidelines (Health Canada, 1996).”<sup>(3)</sup>

The CMR septic tank and disposal system continued providing the resort’s wastewater treatment and disposal until December 15<sup>th</sup>, 1999, when Castle’s new wastewater stabilization ponds were commissioned into operation. The 1999 annual Wastewater Report for Castle Mountain Resort <sup>(4)</sup> concluded again that:

“Down-gradient groundwater indicated that there were minimal impacts from use of the septic field.”

Although the septic tank and tile field system had, over its some thirty years in operation, been providing acceptable levels of service to the existing Castle Mountain improvements with minimal impacts, it was concluded that expansion of this system to handle future CMR developments would not represent best practicable domestic wastewater treatment technology for the resort area. In 1998 and 1999, engineering reviews and consultations with Alberta Environment were undertaken. These assessments, reviews, and consultations concluded that a wastewater lagoon system represented the Best Practicable Technology Standard for the CMR area.

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(2) Reference Report: “West Castle River, Water Quality Survey at the Westcastle Park Ski Area in SW Alberta.” prepared by KNG Limited for Castle Mountain Resort Inc., March 1996.

(3) Reference Report: “1997 Well Installation and Sampling Program, Castle Mountain Resort, Pincher Creek, Alberta” prepared by Groundwater Solutions Ltd. for Castle Mountain Resort Inc., February 1998.

(4) Reference Report: “1999 Annual Wastewater Report for Castle Mountain Resort, Pincher Creek, Alberta, N ½ 24 and S ½ 25-004-04 W5M” prepared for Castle Mountain Resort Inc. by Matrix Solutions Inc. (formerly Groundwater Solutions Inc.), March, 2000.

Alberta Environmental Protection's December, 1997 publication, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems" ("Standards and Guidelines"), states:

**3.1.2 Best Practicable Technology Standards**

Only those technologies identified in Tables 3.1 and 3.2 are considered "Best Practicable Technologies", and the corresponding effluent standards as "Best Practicable Technology Standards."

Table 3.1 of the Alberta Environment, "Standards and Guidelines" lists the best practicable technology standards for municipalities with current population levels less than 20,000 as being secondary (mechanical), aerated lagoons, and wastewater lagoons.

The seasonal (i.e. ski season) use nature of Castle Mountain and the availability of land to accommodate a wastewater lagoon facility were two (2) key factors in selecting wastewater lagoons as the Best Practical Treatment Technology.

**ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT  
APPROVAL NO. 18777-01-00**

In June of 1999, Castle Mountain Resort Inc. was granted approval by Alberta Environment, under the Environmental Protection and Enhancement Act (Approval No. 18777-01-00) for the construction, operation and reclamation of a Class 1 wastewater treatment plant (wastewater lagoons) for the Castle Mountain Resort. CMR constructed the wastewater treatment plant during the Summer and Fall of 1999. This new, wastewater lagoon treatment facility was placed into operation in mid-December, 1999.

Alberta Environment Approval No. 18777-01-00 grants approval to CMR to dispose of treated wastewater by means of discharge to:

- An irrigation system and area, or,
- Upon prior written approval by Alberta Environment, to the existing septic tank and tile bed system for use as a backup for treated wastewater disposal.

The CMR wastewater lagoon treatment system has now been in operation for twenty-one (21) months, encompassing two (2) full winter ski seasons. No discharge of treated wastewater has occurred at the Resort since December 15, 1999. All wastewater from December 15, 1999 to date has been treated and held/stored within the lagoon cells.

As at the time of this report, CMR is receiving and reviewing supplier/contractor submissions for the construction installation of the effluent irrigation discharge component of its wastewater system. It is anticipated construction of the irrigation system will be undertaken this Fall, 2001 or in the Spring of 2002. It is noted that the CMR lagoon system has sufficient, available capacity to treat and store wastewater from the upcoming 2001/2002 ski season.

## **CMR DEVELOPMENT AREA STRUCTURE PLAN DESIGN CRITERIA**

CMR will be striving to realize 100,000 skiers annually at its regional ski and snowboarding area. The skier use/numbers will be generated from housing units at its base and day-use visitor skiers.

The CMR Area Structure Plan (A.S.P.) envisions a total of 225 housing units at its base. A fifty (50) site recreation vehicle (R.V.) park is envisioned by the A.S.P. The R.V. park will not be fully serviced with water and sewer to the sites. A central washroom facility will be provided to meet the needs of the R.V. visitor.

For the housing units, an average occupancy density of 3.5 people per housing unit is defined. For the R.V. park, a density of 2.0 people per R.V. unit is defined. It is estimated that 80% of the housing units and R.V. unit occupants will be skiers and will utilize the ski hill during their time at the resort. The A.S.P. also projects that during peak winter season periods (i.e. Christmas, long weekends), 90% of the housing units and R.V. park would be occupied.

The above A.S.P. development criteria are used as the basis for defining the requirements of CMR's water and wastewater utility systems.

**CMR AREA STRUCTURE PLAN**

**WATER SUPPLY AND SYSTEM**

**EXISTING WATER SUPPLY**

As previously discussed, the water supply for the Castle Mountain area and its developments is obtained from a groundwater well source located near the ski lodge. The well was drilled in 1995. In 1999, CMR retained Matrix Solutions Inc. (Matrix) to conduct a pump test on its subject supply well. The Matrix pump test and report <sup>(1)</sup> concluded that:

- “Using the lowest transmissivity estimate, the approximate 20-year yield of the well is estimated at 4 L/s, or 50 Igpm.”
- “Laboratory analysis indicates a low-total dissolved solids groundwater that is of excellent quality for a potable supply.”

In a subsequent Matrix Solutions Inc. report <sup>(5)</sup> and on the topic of firefighting, the report noted:

- “It is recommended that a new well be drilled at CMR and that it should be supplied with a pump capable of producing up to 400 Igpm. Thus, the water for firefighting could be directly pumped from the aquifer when necessary”.

**WATER DESIGN CRITERIA AND REQUIREMENTS**

The water requirements/design criteria for the Castle Mountain developments have been defined in previous engineering works as follows:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Day Use Skiers.....15 Igpcd</li><li>• R.V. Park Units.....30 Igpcd</li><li>• Recreational Housing Units.....50 Igpcd</li></ul> | } Imperial Gallons per Capita<br>per Day |
|--|--|

For the recreation, housing unit component for Castle Mountain, the Area Structure Plan uses a design criteria of 3.5 people per unit and an average 55% occupancy/usage factor over the ski season. In addition, the A.S.P. assumes 80% of the housing units occupants will be skiers.

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(1) Reference Report: “1999 Pump Test, Supply Well, Castle Mountain Resort, N ½-24-004-04 W5M” prepared for Castle Mountain Resort Inc. by Matrix Solutions Inc., March, 1999.

(5) Reference Report: “Snowmaking and Firefighting at Castle Mountain Resort – Water Use Analysis”, prepared by Matrix Solutions Inc., March 2001

### 1999/2000 Recorded Flows Versus Design Criteria

For the 1999/2000 ski season, the design criteria water flow for the existing housing units (i.e. 60 homes) and skier use would be calculated as follows:

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• Housing Units (60 units at 3.5 p.p.u. @ 50 Igpcd @ 55% occupancy over ski season of 114 days actual).....	658,350 Igal
• Housing Resident Use Skiers (10,534 skiers: included in housing units).....	incl.
• Day Use Skiers (61,667 less 10,534 @ 15 Igpc).....	766,995 Igal
<hr/>	
Total Calculated, Design Criteria Water Use Over 1999/2000 Ski Season.....	1,425,345 Igal (6480 m <sup>3</sup> )
<hr/>	
Actual Metered Water Use for 1999/2000 Ski Season.....	1,391,500 Igal (6325 m <sup>3</sup> )

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As may be noted from the above, the design criteria calculated water use and actual metered volumes (i.e. 6480 m<sup>3</sup> versus 6325 m<sup>3</sup>) are comparable. The water requirement/design criteria, as herein defined, are considered representative.

Continued analyses and reviews of ensuing years of Castle Mountain's metered water volumes, skier numbers, housing units, occupancy figures, etc., will provide CMR with a historical data base on which to draw conclusions as to the validity of the water design criteria.

**PROPOSED CMR AREA DEVELOPMENT:  
WATER SYSTEM REQUIREMENTS**

Castle Mountain Resort Inc. will be striving to realize 100,000 skiers annually at its regional ski and snowboarding area. The CMR Area Structure Plan envisions a total of 225 housing units at its base and 50 non-serviced R.V. sites. It is estimated that a peak winter season day would encompass 2400 skiers (G. Robinson, CMR director, personal communication to P. Mulyk, Mercon Engineering (1988) Ltd., May 4, 2001).

For the projected Castle Mountain Area Structure Plan development, the design criteria maximum day water demand during the ski season would be estimated as follows:

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• Housing Units (225 units @ 3.5 ppu @ 50 Igpcd @ 90% occupancy).....	35,450 Igpd
• R.V. Units (50 units @ 2.0 ppu @ 30 Igpcd @ 90% occupancy).....	2,700 Igpd
• Resident Use Skiers (710 skiers – included in-housing and R.V. units).....	Incl.
• Peak Day Use Skiers (1690 skiers at 15 Igpcd).....	25,350 Igpd

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TOTAL, ESTIMATED MAXIMUM WINTER DAY WATER DEMAND.....	63,500 Igpd (290 m <sup>3</sup> /day) (44 ± Igpm)
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**WATER SOURCE AND SUPPLY**

The above maximum day water demand of 63,500 Igal equates to a supply rate of 44 ± Igpm. Alberta Environment’s “Standards and Guidelines” note that “water supply should be designed for at least 110% of the projected maximum daily design flow”. For Castle Mountain, the water well pumping system should be ultimately capable of a supply rate of approximately 50 ± Igpm.

Any water supply source should be capable of meeting the developments maximum day water requirements. As previously noted, the Matrix well pump test and reports concluded the 20-year yield of Castle’s well at 50 Igpm, using the lowest transmissivity estimate, and that the aquifer is capable of producing 400 Igpm for firefighting or other short-term emergency needs. The projected maximum day demand of 50 ± Igpm can be readily supplied by the existing groundwater well source and aquifer.

At the present time, Castle has one (1) groundwater well supplying its water needs. For security of supply purposes, and to assist in the emergency supply of firefighting flows, it is recommended that a new water well be completed at CMR. The reader is referred to the Matrix Solutions Ltd., Water Use Analysis report <sup>(5)</sup> for additional information and details concerning a second CMR well.

## **TREATMENT**

Castle's groundwater well is a deep well and is located away from any source of pollutants, flooding and/or direct surface influences. As concluded in the Matrix reporting, laboratory analyses indicate groundwater "that is of excellent quality for potable supply". No treatment of Castle's groundwater is presently being carried out.

Although treatment of CMR's groundwater supply would not be required, it is being recommended that disinfection, by means of chlorination, be undertaken to ensure safe, potable water in constructed storage and distribution mains.

## **DISTRIBUTION SYSTEM**

Typically, a water distribution system is designed to supply and deliver peak hourly water demands or maximum day demand plus fire flows, whichever is greater. Further, the distribution system is designed to handle normal operating pressures between 350 kPa and 550 kPa (50 to 80 psi) under a condition of maximum hourly design flows. Watermains designed to carry fire flows should have a minimum inside diameter of 150 mm (6 inches).

The existing Castle Mountain water distribution system consists of 150 mm diameter (6 inches) mains, complete with fire hydrants, and meets the above design criteria. Future extensions to the system would be designed and constructed to continue to meet good engineering standards and guidelines.

The existing CMR distribution system has a water flow capability in the order of 800 Igpm. This rate is more than sufficient to meet the CMR's Area Structure Plan developments peak day and peak hourly water design flows. Under an emergency fire situation, the distribution system would be capable of flowing this estimated 800 Igpm.

## **POTABLE WATER STORAGE**

Potable water storage reservoirs are designed to provide sufficient volumes of storage to control distribution pump operation, balance fluctuations in use demands, and to provide some capacity for standby/emergency purposes. In addition, where fire flows are to be provided, the water reservoir is designed to hold the necessary volume of water for firefighting purposes.

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(5) Reference Report: "Snowmaking and Firefighting at Castle Mountain Resort – Water Use Analysis", prepared by Matrix Solutions Inc., March 2001



The total potable water storage requirement is typically calculated by the following empirical formula:

$$S = A + B + C$$

Where **S** = Total Storage Requirement  
**A** = Fire Storage  
**B** = Equalization Storage (approximately 25% of projected maximum daily design flow)  
**C** = Emergency Storage (approximately 15% of projected maximum daily design flow)

In determining fire storage requirements for the CMR area, two (2) factors were considered:

- (1) The ability to withdraw 400 Igpm from the existing groundwater aquifer <sup>(5)</sup>, and
- (2) The ability of CMR's water distribution system to flow approximately 800 Igpm.

With the ability to flow approximately 800 Igpm (3640 l/s), the Insurer's Advisory Organization <sup>(6)</sup> recommends a flow duration at this rate of 1.5 hours. This would equate to a fire storage requirement in the order of 72,000 Igal.

CMR is in a unique situation in that its area's groundwater aquifer is a major natural water reservoir. This aquifer/natural reservoir is capable of being pumped, for "firefighting and other short-term emergency needs", at a rate of 400 Igpm, thereby providing half (1/2) the fireflows. The other half (1/2) of the fireflow storage is required in a man-made structure.

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(5) Reference Report: "Snowmaking and Firefighting at Castle Mountain Resort – Water Use Analysis", prepared by Matrix Solutions Inc., March 2001

(6) Reference document: "Water Supply for Public Fire Protection – 1999", Fire Underwriters Survey, c/o Insurers' Advisory Organization Inc.

On the basis of the above, the potable water storage requirements for Castle Mountain, and its Area Structure Plan developments, would be calculated as follows:

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(A) Fire Storage (400 Igpm for 1.5 hours).....	36,000 Igal
(36,000 Igal in aquifer)	
(B) Equilization Storage (25% of 63,500 Igal).....	15,875 Igal
(C) Emergency Storage (15% of 63,500 Igal).....	9,525 Igal

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**TOTAL CONSTRUCTED, WATER STORAGE  
REQUIREMENT.....61,400 Igal**

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Castle's present reservoir has a storage capacity of 20,000 Igal. Additional water reservoir capacity, in the order of 41,400 Igal, would be required to be constructed to meet the design calculated storage requirements.

With the provision of additional storage reservoir capacity, the sequencing of CMR's water system operation under an emergency, fire situation would be as follows:

- (1) Initial fireflow supply volumes provided from CMR reservoir to distribution system by means of gravity.
- (2) Emergency water supply from new groundwater well pumped to reservoir at 400 Igpm.
- (3) In the event of emptying of the reservoir, continued emergency water supply from well, at rate of 400 Igpm, until situation controlled.

## **SUMMARY: WATER SYSTEM**

Castle Mountain Resort has a proven potable water supply source with the capability to meet its existing and proposed Area Structure Plan developments.

It is recommended that a second groundwater well be completed to increase the security of supply and to allow for increased pumping/supply capacity under an emergency situation.

It is recommended that disinfection, by means of chlorination, be installed and operated to ensure safe, potable water in constructed storage and distribution mains.

The existing distribution system meets good engineering standards. Any extension(s) would be engineered to the same standard. The gravity flow from the reservoir to the distribution system negates the need for a distribution pumping system and standby power.

The existing Castle Mountain water reservoir meets some of the equalization and emergency storage components. However, additional reservoir capacity is required to fully meet the equalization and emergency storage needs and satisfy fire storage requirements. Sufficient land area is available in proximity to the existing reservoir in which to construct additional water storage, and at elevations to maintain gravity flow distribution.

**CMR AREA STRUCTURE PLAN**

**WASTEWATER COLLECTION, TREATMENT AND DISPOSAL**

**EXISTING WASTEWATER STABILIZATION PONDS: DESIGN CRITERIA AND CAPACITY**

The Castle Mountain wastewater treatment plant consists of one (1) facultative pond and one (1) storage/polishing pond having the following treatment/storage capacity volumes:

- Facultative Cell.....5,800 m<sup>3</sup> (1,276,000 Igal)
- Polishing/Storage Cell.....27,075 m<sup>3</sup> (5,956,500 Igal)

The wastewater flow design criteria used for the engineering designs of the Castle Mountain treatment facility were as follows:

- Day Use Skiers.....15 Igpcd
  - R.V. Park Users.....30 Igpcd
  - Recreational Housing Units.....50 Igpcd
- } Imperial Gallons per Capita  
per Day

As may be noted, the above wastewater flow design criteria are the same as that used for water supply/demand. Although “The volume of sewage generated in a resort setting similar to the Westcastle Ski Area is typically 95% of water demand” <sup>(7)</sup>, CMR wishes to ensure complete adequacy in their wastewater treatment and disposal facility. Therefore the somewhat higher wastewater design criteria are proposed.

**1999/2000 Recorded Flows Versus Design Criteria**

On the basis of the A.S.P. development criteria and for the 1999/2000 ski season, the design criteria wastewater flow would be calculated at 6480 m<sup>3</sup> (1,425,345 Igal). Actual metered wastewater volume for the 1999/2000 ski season was 5,551 m<sup>3</sup> (1,221,200 Igal). The design criteria calculated volume of 6480 m<sup>3</sup> is approximately 16.7% higher than the actual volume recorded of 5551 m<sup>3</sup>.

Again, although the design criteria calculates higher than recorded wastewater flows, these criteria are proposed for use to provide an insurance/safety margin in regards to CMR’s wastewater treatment and disposal facilities.

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(7) Reference Report: “Castle Mountain Resort Inc., Westcastle Park, Water & Sewer System Upgrading Report” prepared by UMA Engineering Ltd., April 1996.

**PROPOSED CMR AREA DEVELOPMENTS:  
WASTEWATER SYSTEM REQUIREMENTS**

As previously noted, Castle Mountain Resort Inc. will be striving to realize 100,000 skiers annually at its regional ski and snowboarding area. The CMR Area Structure Plan envisions a total of 225 housing units at its base including 50 non-serviced R. V. sites.

For the projected Castle Mountain Area Structure Plan development, the design criteria maximum monthly average daily wastewater flows for the ski season would be estimated as follows:

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• Housing Units (225 units @ 3.5 ppu @ 50 Igpcd @ 55% occupancy).....	21,660 Igpd
• R.V. Units (50 units @ 2.0 ppu @ 30 Igpcd @ 55% occupancy).....	1,650 Igpd
• Resident Use Skiers (390 skiers included in housing and R. V. units).....	Incl.
• Day Use Skiers (610 skiers at 15 Igpcd).....	9,150 Igpd

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**TOTAL ESTIMATED MAXIMUM MONTHLY  
AVERAGE WINTER DAY WASTEWATER FLOW.....** 34,460 Igpd  
(157 m<sup>3</sup>/day)

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For the non-winter seasons, the CMR Area Structure Plan assumes a 30% occupancy of the housing units development at Castle Mountain. On this basis, the design criteria average daily wastewater flows for the non-skiing, warm season would be estimated as follows:

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• Day Use Skiers.....	Nil
• Housing Units (225 units @ 3.5 ppu @ 50 Igpcd @ 30% occupancy).....	11,800 Igpd
• R.V. Units (50 units @ 2.0 ppu @ 30 Igpcd @30% occupancy).....	900 Igpd

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**TOTAL ESTIMATED MAXIMUM MONTHLY  
AVERAGE WARM DAY WASTEWATER FLOW.....** 12,700 Igpd  
(58 m<sup>3</sup>/day)

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Assuming an approximate 17-week ski season (119 days), the annual design criteria calculated wastewater flow/volume for the CMR area structure plan scenario would be 32,951 m<sup>3</sup> (7,248,000 ± Igal). On a monthly basis, this annual flow is approximated as follows:

Month	Wastewater Flow (m <sup>3</sup> )
January	4867
February	4396
March	4867
April	3225
May	1798
June	1740
July	1798
August	1798
September	1740
October	1798
November	1740
December	3184
<b>ESTIMATED ANNUAL FLOW</b>	<b>32,951 m<sup>3</sup></b>

### **FACULTATIVE CELL**

Under Alberta Environment's "Standards and Guidelines", a facultative cell should have a two (2) month retention time. The present day Castle Mountain facultative cell has a treatment capacity of 5800 m<sup>3</sup>.

The months of January, February and March represent the high use and wastewater flow period at Castle. The wastewater flows for these three (3) months have been estimated above at 4867 m<sup>3</sup>, 4396 m<sup>3</sup> and 4867 m<sup>3</sup> respectively. The two (2) month flow for January and February, or February and March would total approximately 9263 m<sup>3</sup>.

Under the full, complete CMR area structure plan development scenario, the facultative cell component of the existing wastewater treatment system may have to be upgraded and/or expanded. A number of options are available regarding upgrading and/or expansion, as follows:

- Aeration of the existing facultative lagoon could be implemented to increase the treatment efficiency/capacity of this cell.

- The existing facultative cell could be re-constructed and converted into an aerated lagoon system. Under this option, two (2) aerated cells, operating in series or in parallel, would be constructed with each cell sized to 50% of the maximum monthly average daily design flow.
- The existing facultative cell could be maintained, and an aeration basin(s) constructed. The process flow would be aeration basin(s) to facultative, and then to storage/polishing pond.

As has been discussed, the wastewater design flow criteria being used results in higher than actual recorded wastewater flows. It is recommended that CMR continue to diligently monitor wastewater flows and treated wastewater quality. Analyses of actual flow and quality data will enable the operation of the facultative cell to be assessed, and appropriate upgrading and or expansion (if any) defined in the future.

In January and February, 2000, Castle Mountain recorded 38,267 skiers, had 60 housing units, and generated a metered wastewater volume flow of 2786 m<sup>3</sup>. This two (2) month flow of 2786 m<sup>3</sup> used 48% of the designed capacity of the existing Castle Mountain facultative cell, leaving 52% available to accommodate future growth in skier numbers and/or housing units.

#### **POLISHING/STORAGE CELL**

Under Alberta Environment's "Standards and Guidelines" for treated effluent disposal to land, at least seven (7) months storage retention time is required in the polishing/storage cell. Castle Mountain's Alberta Environment Approval No. 18777-01-00 further states that:

“5.1.3 Wastewater flows into the wastewater treatment facility shall not exceed the following limits:

- (a) an eight month volume of 27,075 m<sup>3</sup> based on any consecutive eight months.”

Under the wastewater flow estimates herein present, the period December to July would represent the maximum eight (8) month volume period. The design wastewater flow for this period is estimated at 25,875 m<sup>3</sup>. The existing Castle Mountain polishing/storage cell has a constructed volume capacity of 27,075 m<sup>3</sup> and is therefore sufficiently sized to accommodate the proposed CMR Area Structure Plan development.

## **TREATED EFFLUENT IRRIGATION DISPOSAL**

At the time of this report, September, 2001 and since December 15, 1999, all wastewater from the Castle Resort development has been discharging to, and has been contained within, the constructed wastewater lagoons. No disposal of treated effluent has been required since December 15, 1999 as the wastewater lagoons have had more than sufficient, available volume capacity to accept, treat and store the wastewater being generated.

The engineering works identified in CMR's Alberta Environment Approval No. 18777-01-00 included a forest slope irrigation system design, site management and monitoring plans for the effluent irrigation disposal at the Castle Mountain Resort development area. As the constructed wastewater stabilization ponds have had the capacity to treat and hold Castle Mountain's wastewater flows since November, 1999, there has been no need to have the irrigation system in place, as no discharge would be necessary. Further, and as previously discussed, the existing CMR wastewater lagoons have available capacity to treat and store the wastewater flows from the upcoming 2001/2002 ski season.

CMR is presently reviewing supplier/contractor submissions for the construction of the irrigation component of its wastewater system. It is anticipated construction of the irrigation system will be undertaken this Fall, 2001 or in the Spring of 2002.

As concluded in the Cochrane Engineering, Irrigation Site Management Proposal report<sup>(8)</sup>:

“The effluent irrigation system will be an effective and environmentally acceptable method of disposal for the treated wastewater from Castle Mountain Resort Inc. development.”

“Additional areas are available for effluent irrigation and will be utilized as required to allow the safe operation of the system.”

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(8) Reference Report: “Castle Mountain Resort Inc., Irrigation Site Management Proposal” report prepared by Cochrane Engineering Ltd., January 1999.



## **SUMMARY: WASTEWATER TREATMENT AND DISPOSAL SYSTEM**

Castle Mountain Resort's wastewater lagoons system represents Best Practicable Technology.

Subject to analyses of future actual wastewater flows and resultant treatment quality data, the facultative treatment cell component may require upgrading and/or expansion to service the full CMR Area Structure Plan development. Acceptable methods and technologies are available to realize any treatment expansions and upgrades which may be required. At present, less than 50% of the design capacity of the facultative lagoon is being used during the peak winter ski season.

The existing wastewater polishing/storage cell has in place the hydraulic capacity to accommodate the CMR Area Structure Plan development.

The disposal of treated effluent by means of an irrigation system has been approved by Alberta Environment Approval No. 18777-01-00. The construction and commissioning of an irrigation system will realize the controlled, environmentally acceptable discharge of treated effluent. Sufficient land area for irrigation disposal is available to accommodate the full CMR Area Structure Plan development.

## **8.0 Appendix C**

### **Snow Making and Fire Fighting Water Use Analysis**

## **8.0 Appendix C**

### **Snow Making and Fire Fighting Water Use Analysis**



**SNOWMAKING AND FIREFIGHTING  
AT CASTLE MOUNTAIN RESORT**

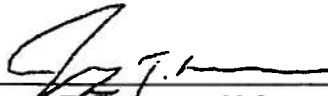
**WATER USE ANALYSIS**


**Report Prepared for:**

**CASTLE MOUNTAIN RESORT**

**Prepared by:**

**MATRIX SOLUTIONS INC.**

  
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**April 2001  
Calgary, Alberta**

Calgary

Grande Prairie

High Level

Pincher Creek

Zama City

Abu Dhabi

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## TABLE

- TABLE 1. Projected Water Requirements for Snowmaking



## 1.0 BACKGROUND

Castle Mountain Resort ski area (CMR) is located in the Clark Range in the southwestern corner of Alberta. The current corporation assumed ownership of the former Westcastle Park in 1996. Currently, CMR is assembling an Area Structure Plan (ASP) to outline various aspects of its growth into a viable regional ski area.

This document examines potential water use by CMR, particularly for fire fighting and snowmaking. An analysis to estimate sustainable groundwater extraction rates relative to the surrounding environment and recommendations on water source options are made. The present and likely future water needs of CMR for residential and resort consumption are met by an existing groundwater supply well. This well and its capacity are the subject of a previous report (Matrix, 1999).

## 2.0 WATER USE OPTIONS

Firefighting is the least consumptive of water uses considered. It was assumed that firefighting could use 20,000 imperial gallons (igals) over a two-hour period (J.Harker, CMR director, pers. comm. to J. Freeman, Matrix, January 24, 2001).

Snowmaking is a non-consumptive use of water, in that water is stored on the mountain as snow, then returned to the water shed over the snowmelt season in late spring. However, the requirements for snowmaking are for water deliveries over a short period to time in the autumn. For the purposes of this analysis, it was assumed that all of CMR's snowmaking would occur during a 15 day period in November.

The snowmaking water requirements are outlined in Table 1. This spreadsheet assumes that snowmaking would attempt to cover portions of the lower mountain (Gravenstafel), troublesome, high-traffic portions of the upper mountain (Phases 2-3) and future development on Haig Ridge, south of the present base area. The covered acreage is converted into water requirements using 200,000 igals/acre (T. Tataryn, CMT manager pers. comm. to J. Freeman, Matrix, March 2001).



Options for water supply include the following:

**Cirque pond** - A lined pond could be constructed in the cirque on the upper mountain. This is a relatively flat area that could hold a large pond. The pond would be filled during spring runoff at the end of one ski season and used for snowmaking the next fall.

**Haig Creek** - Haig Creek is not gaged, but it appears to flow 1,000 to 3,000 m<sup>3</sup>/d during the fall and winter. The creek has no known fish species, so there are no in-stream flow requirements (T. Tataryn, CMR Manager, pers. comm. to J. Freeman, Matrix, March 2001). However, without more gaging information, it would be recommended that Haig Creek be used only to supplement groundwater supplies and that only a maximum of 1,500 m<sup>3</sup>/d (230 igpm) is assumed to be available.

**Groundwater** - CMR is located within the Westcastle valley. This valley is a typical southwestern Alberta montane river valley, with a buried channel deeply incised into the bedrock surface that is more or less coincident with the river valley. This channel is filled with alluvial and colluvial gravels and is hereafter, referred to as the Westcastle aquifer. Drilling by Golder (1991) indicates that the buried channel is an unconfined aquifer up to 40 m thick.

The present day Westcastle river meanders across the surface of this aquifer and likely only represents a portion of the flow along the Westcastle valley, particularly during periods of low flow, such as in the late fall and winter. Much of the flow occurs as flux down the valley through the buried channel aquifer. The down-valley aquifer flux has been estimated as 0.06 m<sup>3</sup>/s, 800 igpm (Matrix, 1999).

The aquifer beneath the ski area is capable of well yields in excess of 3,000 m<sup>3</sup>/d, however, sustained pumping of the aquifer at high rates is likely to drawdown groundwater levels and could affect the river. An analysis of pumping rates and aquifer drawdowns is provided below.

**Storage in Large Sewage cell** - The large cell in the sewage lagoon can be used for water storage for snowmaking. It can be emptied during the summer and filled from groundwater



during the fall. The storage cell would have a secondary use in cooling groundwater for efficient snowmaking. The large cell holds 21,000 m<sup>3</sup> (4.5 Migal).

### 3.0 BULL TROUT

One of the principal environmental effects that could be caused by water withdrawal from the Westcastle aquifer is potential impacts on bull trout spawning and egg development in the Westcastle River. Prior to the second half of the 20<sup>th</sup> century, bull trout were the predominant trout and char species in foothills rivers and streams, but since this time, populations of this species have experienced drastic reductions. Reasons for the decline in bull trout include over-fishing, habitat degradation and the often deliberate introduction of competing species, such as rainbow and brook trout (Brewin, 1997). There is an existing bull trout population in the Westcastle River, and like most bull trout populations in southwestern Alberta, it is considered "vulnerable" (K. Brewin, Trout Unlimited Canada, pers. comm. to J. Freeman, Matrix, March 6, 2001).

Most of the data on bull trout occurrence in the Westcastle River has been collected within the last 10 years. Vacation Alberta, in a proposal to develop the former Westcastle Park ski area into a four-season resort, conducted an Environmental Impact Assessment (EIA) that included 2 years of intensive fish studies on the river (Boag and Hvenegaard, 1997). Subsequent to that work, Alberta Environment conducted autumn fish spawning surveys for 5 years; in 1994-98. This work counted fish and redds (fish nests) along key reaches of streams and rivers across the Oldman River Basin, including a reach of the Westcastle River between the washed out bridge adjacent to the resort and about 1.5 km downstream of CMR (Gerrand and Watmough, 1999; and Natural Resources, 2001).

The Vacation Alberta EIA work concluded that bull trout in the Westcastle River were resident and largely did not migrate to or from downstream rivers. This population is also limited in its upstream migration by Westcastle Falls, about 6 km upstream of CMR. Within its Westcastle habitat, the favoured area for bull trout spawning is a several-hundred meter stretch of the river, located immediately north of the ski hill (Figure 1). Spawning in this area typically occurs between late August and October, with eggs hatching in March and April of the following spring. The EIA demonstrated



the preference of fish to this area by the field identification of redds and the tracking of several individual fish throughout the fall and early spring of 1991-93 (Boag and Hvenegaard, 1997).

Spawning bull trout prefer gravelly stream bottoms, with water temperatures below 18 C, (but above freezing during the winter), groundwater discharge and some cover, if available. The area identified in the EIA study had all of the conditions favourable for spawning; 12 bull trout redds were found in 1991 and 10 were found in 1992 along this reach (Boag and Hvenegaard, 1997). Between 1995 and 1998, three to seven redds were found each year in the same stretch of the river (Gerrand and Watmough, 1999; Natural Resources, 2001).

Therefore, for the present work, the assumption was made that water use schemes by CMR should be protective of groundwater discharge into the bull trout spawning area. In order to do this, the amount of water level decrease (drawdown) in the bull trout spawning area should be minimized over the fall and winter months. This will prevent the river from drying up and freezing the trout eggs and minimize decreases in the groundwater discharge into this area.

#### **4.0 ANALYTICAL GROUNDWATER MODELING**

An analytical groundwater flow model was used to predict the groundwater level declines (drawdowns) that would result from pumping a water well located in the center of the Westcastle Valley adjacent to the CMR parking lot. Numerical groundwater modeling had previously been conducted by consultants for Vacation Alberta's EIA, where drawdowns were predicted for a number of pumping scenarios. However, as published in the EIA, these drawdowns were not quantified (HBT Agra, 1992).

Therefore, a new model of flow in the Westcastle aquifer was constructed. This model was based on the Theis solution of the transient groundwater flow equation (Theis, 1935). The Theis solution assumes an infinite, confined and homogeneous aquifer. One of the more important limitation of these assumptions, the fact that the Westcastle aquifer is bounded on either side by the valley walls,

was accounted for by the use of two image wells, located west and east of the pumping well, respectively. The image well method is described in Kruseman and deRidder (1990).

To simulate water level decreases in the bull spawning area, drawdown was monitored at an observation point located 400 m downgradient of the pumping well. In reality, drawdown in the spawning area will be buffered by groundwater that discharges in this area and, to some extent, by water recharging the aquifer from the river. If there is very little drawdown, there will be no effect on the river or the groundwater discharge. On the other hand, if there is an excessive amount of drawdown, groundwater discharge and river levels could be affected.

It is assumed that less than 10 cm of drawdown in the vicinity of the bull trout spawning area would not be detectable in the field by a change in water levels or river flow. Over 1 m of drawdown would likely be detectable and could have an appreciable effect on river flows and the groundwater discharge. Between 10 cm and 1 m of drawdown, the drawdown would likely be detectable, but would likely not have significant effects on the bull trout spawning area. At this simulated range of drawdowns, the actual field drawdown will likely be buffered by flow from the river and interception of groundwater discharge.

Values of aquifer parameters were based on previous studies, including Golder (1991), HBT Agra (1992) and Matrix (1999). Transmissivity of the aquifer was assumed to be  $3 \times 10^{-2} \text{ m}^2/\text{s}$  and the storativity was assumed to be  $3 \times 10^{-3}$ . The water level gradient down the Westcastle River valley was assumed to be 0.3% (Figure 2).

An approximate calibration was conducted by estimating the aquifer drawdown at an observation point 400 m downgradient of the pumping well, pumping at  $230 \text{ m}^3/\text{d}$  (35 igpm), similar to the 1999 pump test. The analytical model predicted 5 cm of drawdown at 400 m at the end of 1 day (Figure 2), whereas no pumping drawdown was observed in observation wells during the pump test (Matrix, 1999). Based on the model calibration and in comparison to the results of other studies, the values of transmissivity and storage used for this analysis are believed to be low and therefore, conservative for drawdown predictions.

From Table 1, it is seen that total water requirements for snowmaking are approximately 45,000 m<sup>3</sup>/d. All of this water could theoretically be pumped from a single well at a pumping rate of 3,000 m<sup>3</sup>/d, but, as simulated, could result in 1.3 m of drawdown at 400 m at the end of the 15 day snowmaking period (Figure 4). This amount of drawdown would not be protective of the bull trout spawning area, so this option was discarded as infeasible.

Simulated pumping rates were lowered, until an approximate rate that supplied the snowmaking water needs, but resulted in about 0.5 m of drawdown was found. Simulated pumping at 1,000 m<sup>3</sup>/d for 45 days resulted in 55 cm of drawdown (Figure 5).

The conclusions of this analysis are that pumping in excess of 3,000 m<sup>3</sup>/day cannot be conducted for more than a few days without a risk of impacting the spawning area. On the other hand, pumping at 1,000 m<sup>3</sup>/day can be conducted for two weeks with an estimated 55 cm of drawdown, so this is the approximate, maximum sustained pumping rate that should be considered for a snowmaking scenario. This rate best balances a maximum groundwater withdrawal rate for short-term snowmaking requirements with the amount of groundwater that naturally flows down the Westcastle River valley.

## **5.0 WATER USE SCENARIOS**

### **5.1 Firefighting Scenarios**

It is recommended that a new well be drilled at CMR and that it should be supplied with a pump capable of producing up to 400 igpm. Thus, the water for firefighting could be directly pumped from the aquifer when necessary.

### **5.2 Snowmaking Scenarios**

It is believed that a combination of water storage, groundwater pumping and use of Haig Creek is reasonably protective of the bull trout spawning area north of CMR. The recommended snowmaking procedure would consist of the following:



The large sewage cell would be filled with clean groundwater after emptying over the summer. This could be done by pumping in groundwater at 330 to 660 m<sup>3</sup>/day (50 to 100 igpm) for 30 to 60 days prior to the snowmaking season. Total sewage cell storage: 21,000 m<sup>3</sup>, used for bottom requirements (Table 1).

During the 15 day snowmaking period, groundwater could be produced at 1,000 m<sup>3</sup>/day (150 igpm). Thus, between storage in the large sewage cell and direct pumping, the snowmaking requirements for all the resort, except for 5,000 m<sup>3</sup>, could be supplied from groundwater, with the maximum drawdown less than the 55 cm predicted in the 1,000 m<sup>3</sup>/d scenario (Figure 5). Total groundwater pumping: 15,000 m<sup>3</sup>.

Additional water would be supplied during the snowmaking period by supplementing groundwater in the large sewage cell with water from Haig Creek at a rate of 330 m<sup>3</sup>/d (50 igpm). Total creek: 5,000 m<sup>3</sup>.

Snowmaking above Tower 7 on the present ski area (Gravenstafel Ridge) would be fed from the cirque pond for top snowmaking requirements. This would considerably reduce power costs. The cirque pond would have to store 11,000 m<sup>3</sup> (2.3 Migal) of water (Table 1).

Note that prior to development of snowmaking on Haig Ridge and if the snowmaking period was stretched from 15 to 20 days Haig Creek water would not be necessary and the large sewage cell could be filled completely from groundwater without significantly affecting the wetland. There may be a consideration for the temperature of water in the pond, however, warmer water is far less efficient for snowmaking than cold water.

## 6.0 RECOMMENDATIONS

Based on this work, the following recommendations for long term water use by Castle Mountain Resort are made:

**Protection of the bull trout spawning area** - The bull trout population in the Westcastle River is not thriving, and it is recommended that CMR take measures to further protect the extensive spawning and overwintering area located immediately downstream of the ski base area.

**Pumping of groundwater** - Pumping of the Westcastle aquifer will likely be possible at rates of 3,000 m<sup>3</sup>/day or more, but it is recommended that such high pumping rates should be limited to firefighting or other short-term emergency needs. Long term pumping requirements, such as snowmaking, should be limited to rates of 1,000 m<sup>3</sup>/day or less, to avoid excessive drawdown of groundwater levels in the bull trout spawning area.

**New water supply well** - It is recommended that a new water well be completed at CMR to satisfy the needs of firefighting and snowmaking. The existing well could continue to be used for domestic supply, although the new well could also be used. While the present analysis assumed that the new supply well would be drilled in the CMR parking lot, further efforts to optimally locate this well should be undertaken. To potentially minimize the effects of drawdown from the well, it is recommended that the well be drilled with a casing or downhole hammer, into the bedrock underlying the aquifer. Then, the casing would be withdrawn to expose a 6 m stainless steel well screen located at the bottom of the well. The well should be thoroughly developed with air to remove fine sediments and to set the gravel pack around the well screen. A variable speed pump could be considered for installation in the well, which would be capable of supplying water at a variety of flow rates from 300 to 3,000 m<sup>3</sup>/d.

**Well testing** - It is recommended that a 72-hour pump test be conducted on the new supply well. The pump test should be conducted at a minimum of 3,000 m<sup>3</sup>/d. The objective of this testing is to calibrate the sustained pumping and drawdown in the field with the predictions

made in this work. It is recommended that water levels in the new well, OW6, OW7, OW8 and several shallow wells, including the wells around the sewage lagoons, be monitored during the test. In addition, flow rates on the Westcastle River should be gaged during the test: upstream of the washed out bridge near the Haig Creek confluence, in the springs area and downstream near the Syncline Creek confluence.

**Long term monitoring** - Water levels in the Westcastle aquifer should be monitored to ensure that excessive drawdown does not occur, particularly during the snowmaking season. During the first year of snowmaking, frequent (at least daily) water level monitoring in the deep aquifer and near the bull trout spawning area is recommended.

**Re-vegetation of the ski slopes** - CMR has begun a re-vegetation program to establish plant growth on the ski slopes. This program should be continued to ensure that spring runoff entering the Westcastle River has a minimum of total suspended solids (TSS).

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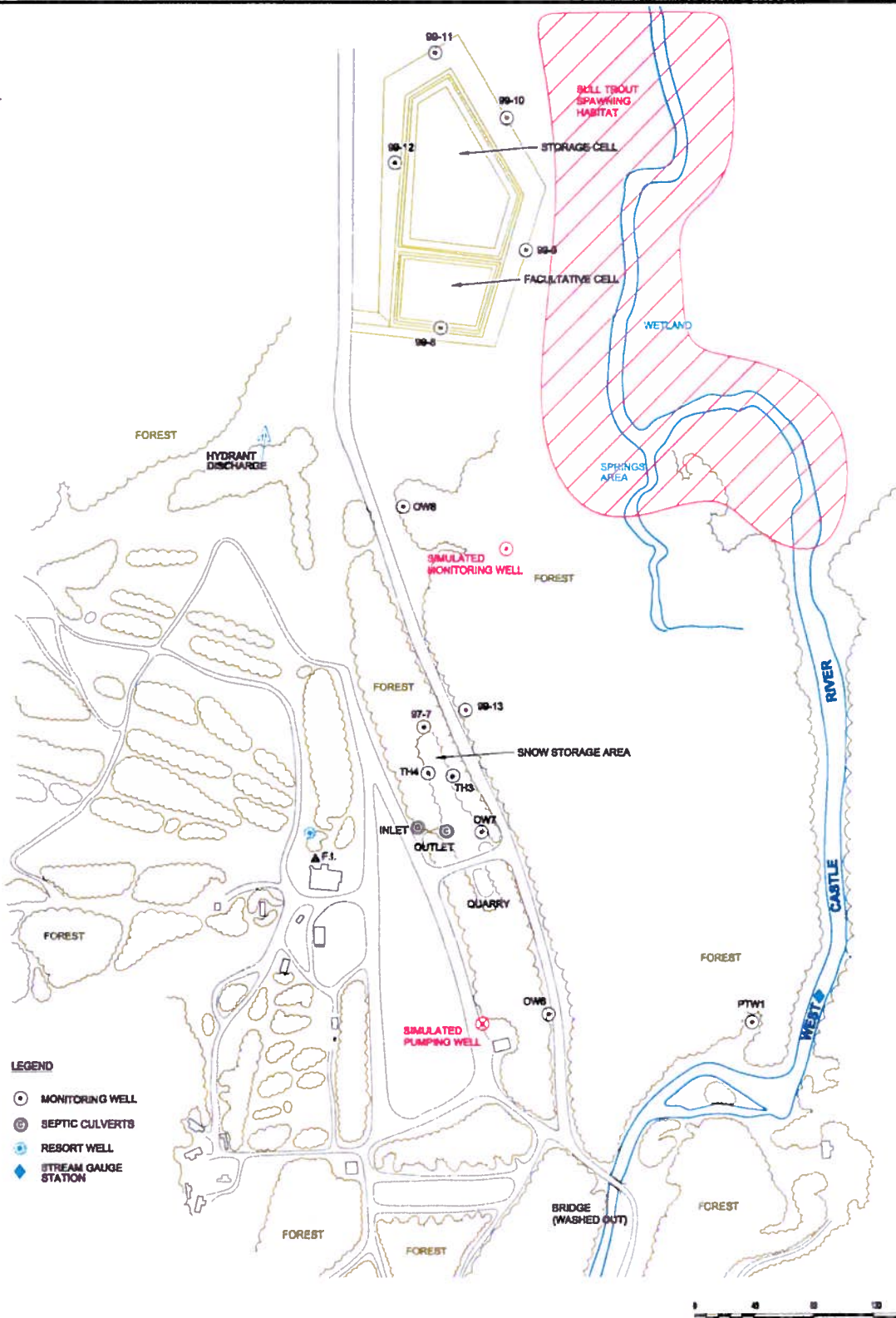
## 8.0 LIMITATIONS

We certify that we supervised and carried out the work as described in this report. The report is based on and limited by circumstances and conditions referred to throughout the report and on information available at the time of the site investigation. Matrix Solutions Inc. has exercised reasonable skill, care and diligence to assess the information acquired during the preparation of this report. Matrix Solutions Inc. believes this information is accurate but cannot guarantee or warrant its accuracy or completeness. Information provided by others was believed to be accurate but cannot be guaranteed.

The information presented in this report was acquired, compiled and interpreted exclusively for the purposes described in this report. Matrix Solutions Inc. does not accept any responsibility for the use of this report, in whole or in part, for any purpose other than intended or to any third party for any use whatsoever.







- LEGEND**
- MONITORING WELL
  - ⊙ SEPTIC CULVERTS
  - ⊕ RESORT WELL
  - ◆ STREAM GAUGE STATION



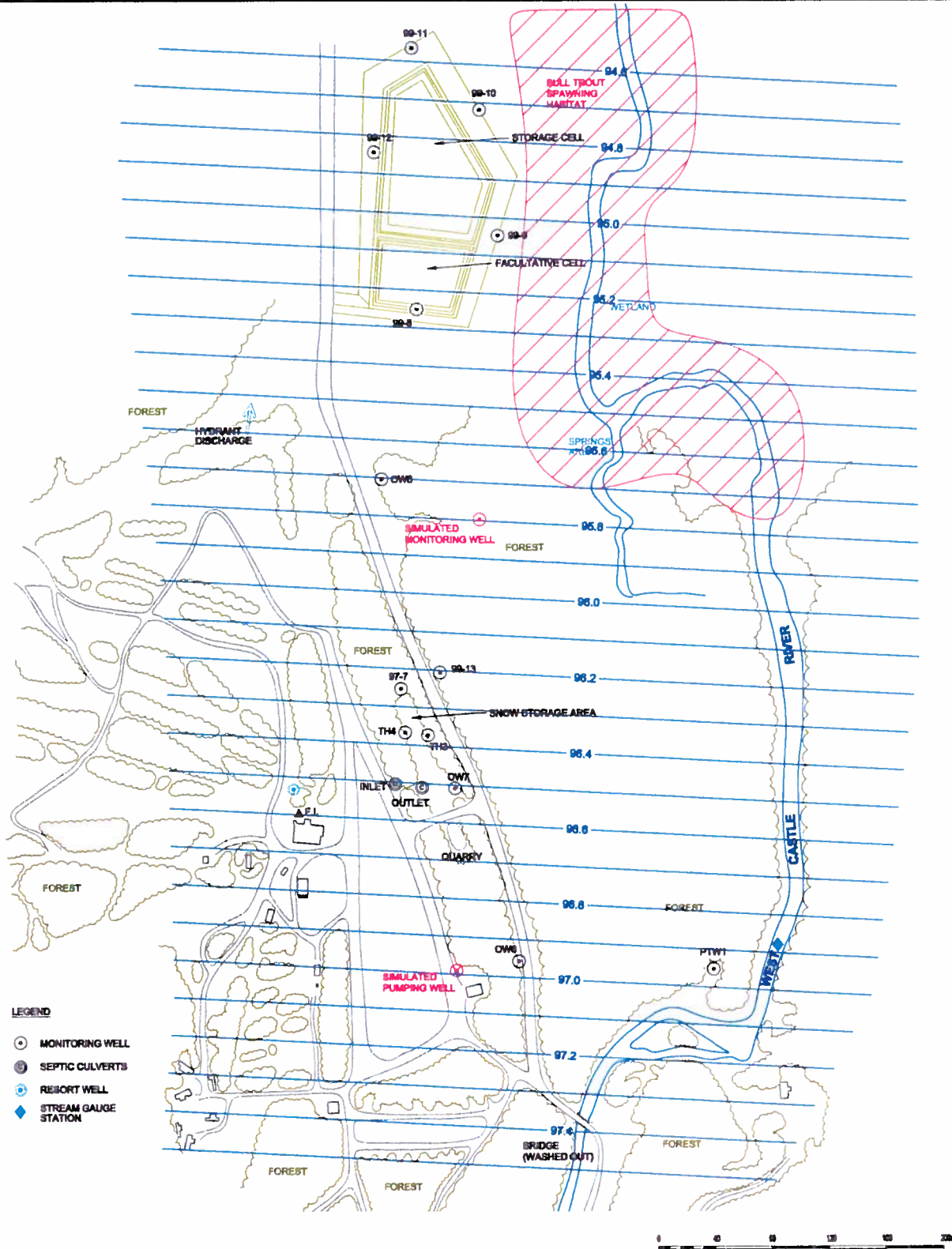
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 N1/2-24, S1/2-25, 04-04 W5M



Job	1511	By	JTF
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**SITE PLAN**

Figure  
**1**

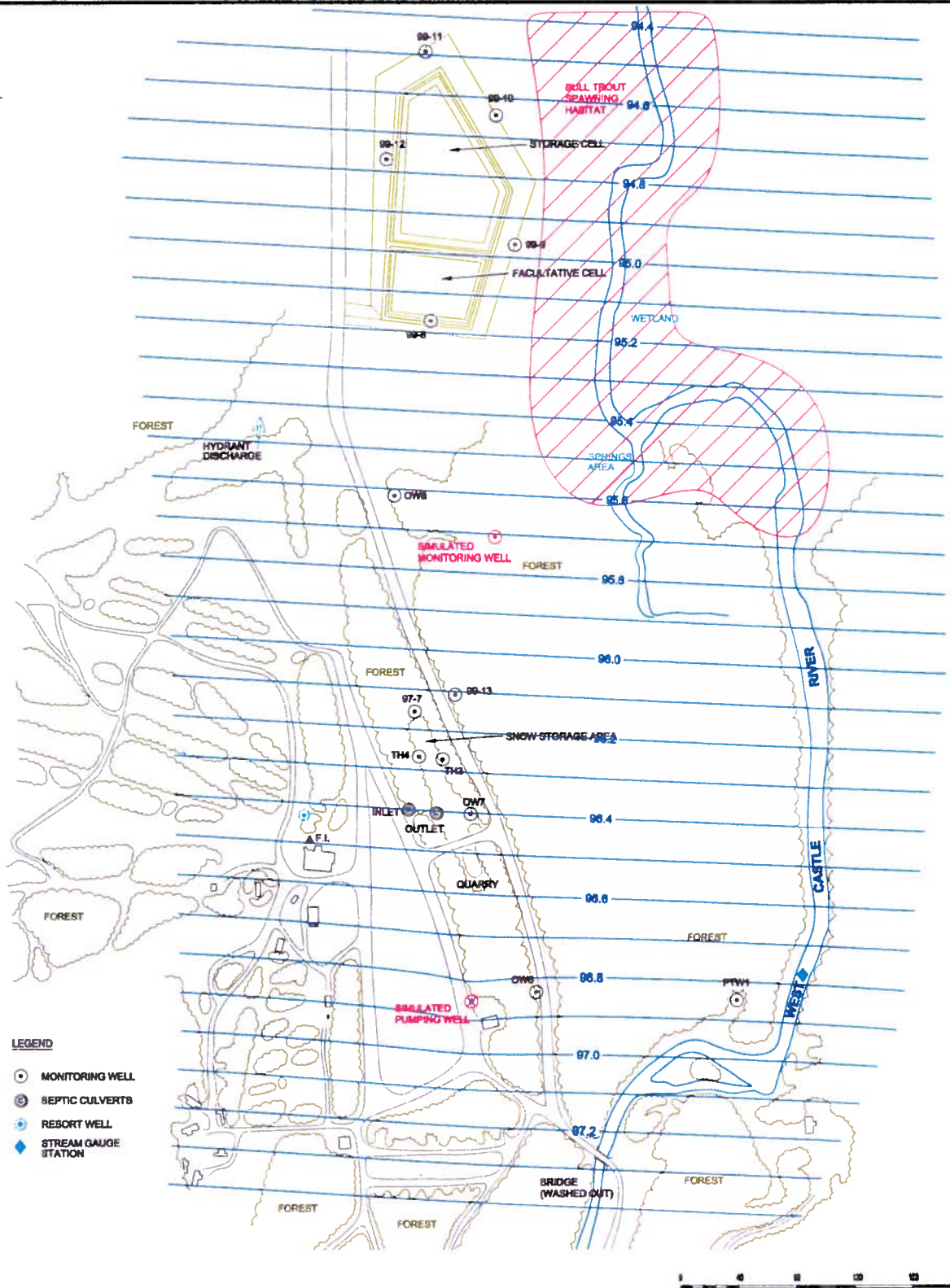


**CASTLE MOUNTAIN RESORT**  
**N1/2-24, S1/2-25, 04-04 W5M**



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**NON PUMPING WATER LEVELS**



**LEGEND**

- MONITORING WELL
- ⊙ SEPTIC CULVERTS
- ⊕ REPORT WELL
- ◆ STREAM GAUGE STATION

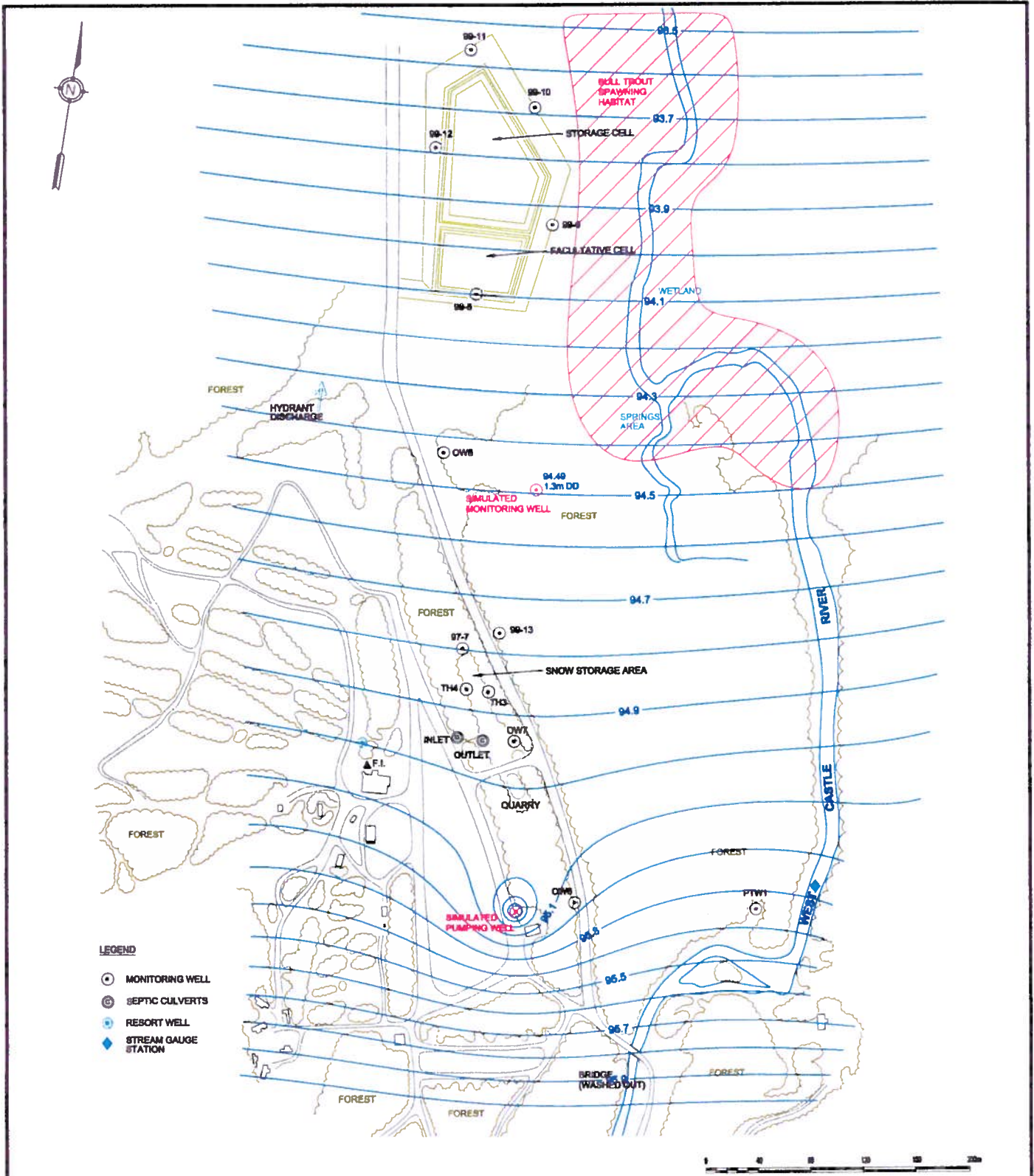
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 N1/2-24, S1/2-25, 04-04 W5M



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**SIMULATED PUMPING**  
**230 M3/DAY FOR 1 DAY**  
**(MODEL CALIBRATION)**

Figure  
**3**



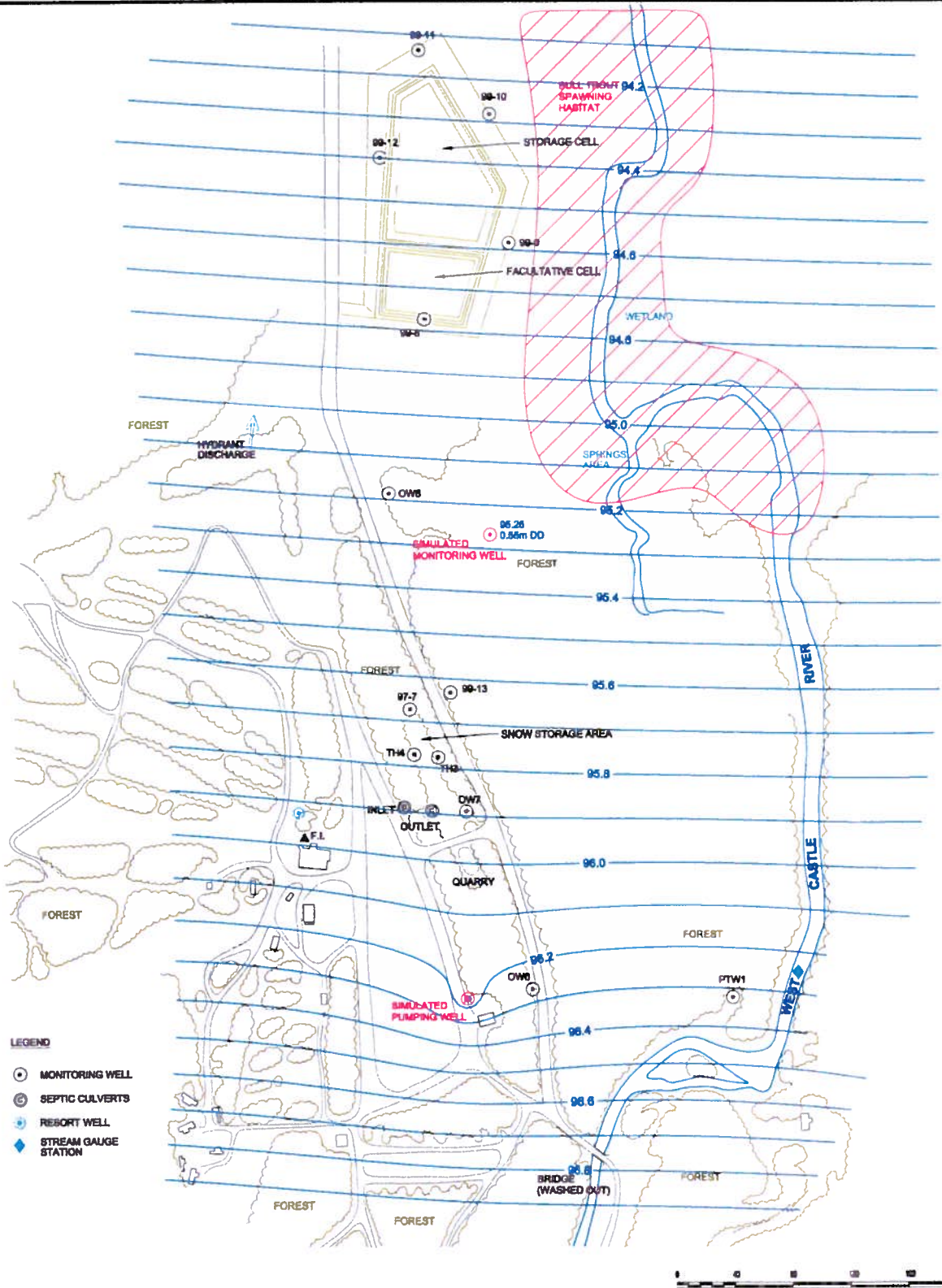
**CASTLE MOUNTAIN RESORT**  
 N1/2-24, S1/2-25, 04-04 W5M



Job	1511	By	JTF
Date	03/21/00	Drawn	TLR/CC
Scale	1:5000	Checked	JTF
File	2000CASTLE	Reference	xREF

**SIMULATED PUMPING**  
**3000 M3/DAY FOR 15 DAYS**

Figure  
**4**



- LEGEND**
- MONITORING WELL
  - ⊙ SEPTIC CULVERTS
  - ⊕ RESORT WELL
  - ◆ STREAM GAUGE STATION



**CASTLE MOUNTAIN RESORT**  
 N1/2-24, S1/2-25, 04-04 W5M



Job	1911	By	JTF
Date	03/21/00	Drwn	TLR/CC
Scale	1:5000	Chkd	JTF
File	2000CASTLE	xREF	

**SIMULATED PUMPING**  
**1000 M3/DAY FOR 45 DAYS**

Figure  
**5**

**Table 1. Projected Water Requirements for Snowmaking  
Castle Mountain Resort**

Gravenstafel	Length (m)	Width (m)	Area (m <sup>2</sup> )	Acreage	Top (T) or Bottom (B)
Whiskey Jack	400	50	20000	4.9	B
Beginner	300	120	36000	8.9	B
Mouse Trap & Jelly Roll	450	50	22500	5.6	B
Tower 10	240	20	4800	1.2	T
Top of Blue to Tower 10	260	75	19500	4.8	T
Phase 2-3					
South Bowl	450	50	22500	5.6	T
Haig Ridge					
Lift Line	1500	50	75000	18.5	B
Run 6	1200	40	48000	11.9	B

<b>Total acreage</b>	<b>acres</b>
Bottom acreage	49.8
Top acreage	11.6

<b>Water requirements</b>	<b>igal</b>	<b>m<sup>3</sup></b>
Bottom acreage	9958000	45000
Top acreage	2313000	11000

## **8.0 Appendix D**

### **Environmental Management Plan**



# Castle Mountain Resort Environmental Management Plan



Prepared for Castle Mountain Resort Inc.

Prepared by Summit, an Earth Services Company

June 24, 2019





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# 1. Introduction

Castle Mountain Resort Inc. (CMR Inc.) endeavors to avoid and minimize negative effects on the environment through the adoption of environmentally responsible initiatives. CMR Inc. has retained Summit, an Earth Services Company (Summit) to prepare an Environmental Management Plan (EMP) for development within the resort.

This EMP identifies potential environmental concerns and describes environmental protection measures to minimize negative effects on the environment during construction and operation under the authority of the Castle Mountain Resort Area Structure Plan (ASP), per the Municipal District of Pincher Creek No. 9 (MD) Municipal Development Plan (No. 1062-02) (MD, 2002) and Land Use Bylaw (No. 1289-18) (MD, 2018). The EMP applies to private lands (the Plan Area) within the ASP.

## 1.1. Environmental Management Plan Overview

This EMP contains the following individual management plans that identify environmental sensitivities and guide mitigation strategies to reduce potential impacts from resort development:

- Water Management Plan (Section 2)
- Aquatic Habitat Management Plan (Section 3)
- Vegetation Management Plan (Section 4)
- Erosion and Sediment Control Management Plan (Section 5)
- Construction Reclamation and Monitoring Management Plan (Section 6)
- Wildlife Management Plan (Section 7)
- Waste Management Plan (Section 8)
- Stormwater and Snowmelt Management Plan (Section 9)

This EMP has been prepared to guide environmental mitigation and management during development and should be read and used in conjunction with other supporting documents, legislation, regulations, and guidelines (Section 10).

Environmental protection measures specific to the scope of work being performed and supported by the EMP will be developed to address site-specific sensitivities. These measures will be documented in the Environmental Construction and Operations Plan (ECO Plan) (Attachment 1).

## 1.2. EMP Distribution and Environmental Awareness

The EMP will be appended to the ASP and will be publicly accessible on the MD website. Additionally, the EMP will be appended to Castle Mountain Resort (CMR) Development Guidelines. The CMR Development Guidelines document applies to all CMR developments (residential, commercial, operational and maintenance) and considers site drainage, natural vegetation, water conservation, waste management, energy efficiency and sensory disturbance to wildlife consistent with this EMP.

Along with meeting design guidelines, construction contractors will be responsible for developing and implementing site-specific/project-specific environmental protection plans as listed in the ECO Plan (Attachment 1) and supported by this EMP. These plans will educate and train onsite personnel to identify, address, and report environmental concerns.

With the proposed development of CMR and integrating year-round activities, effective communication to visitors will help to reduce human-wildlife conflict. CMR Inc. may incorporate public advisories into an electronic bulletin board on their website to inform visitors of any sensitivities in the area, such as closures for wildlife.



## 2. Water Management Plan

CMR Inc. recognizes water as a valuable resource that must be preserved, protected, and used wisely. This Water Management Plan describes water sources and methods of water conservation that can reduce potential adverse environmental effects on the local hydrology of the West Castle River Basin.

### 2.1. Water Sources

CMR is currently licensed for use of groundwater from the Westcastle buried aquifer channel. Withdrawn water is filtered and treated with chlorine onsite prior to consumptive distribution. CMR Inc. plans to upgrade the current domestic water system and add a treated municipal water source via a regional water pipe. Following construction of the municipal water pipeline to the Plan Area, groundwater is planned to be withdrawn and stored in a constructed reservoir to be used for snowmaking along with surface water withdrawals from Haig Creek.

A well designated for fire response was completed in 2002 and is able to produce 400 gallons per minute (gpm). In addition, an auxiliary power plant is available to supply water for a fire that demands a large amount of water (CMR Inc., 2018).

### 2.2. Water Conservation Measures

During the planned expansion of CMR facilities, daily domestic water use is expected to increase with increased visitation and services. As water demand for CMR increases, conservation of water sources will become increasingly important. Methods for water conservation may include the following initiatives implemented individually or in combination, as warranted, to allow for the continuation of activities and reduce potential adverse environmental effects on the local hydrology of the West Castle River Basin.

#### 2.2.1. Limited Sprinkler Use

A significant amount of water can be used by sprinklers or irrigation systems during landscaping. CMR Inc. promotes conservative sprinkler use, limited to revegetation of disturbed areas. Disturbed areas should be revegetated with native species that are adapted to the regional climate and will have reduced water demands.

#### 2.2.2. Water Metering

Water metering at both the source and service connection can provide an accurate estimate of consumptive use. This information can be used to inform more efficient plans and procedures to reduce water use.

Discrepancies between source and service connection estimates can also be used to identify unaccounted water losses. This information is useful in leak detection and maintenance of water distribution systems. Recovery of losses can increase water use efficiency by reducing the volume of water required for operation as well as the cost of operation.

Following connection with the MD-supplied municipal water source, water entering the CMR storage cistern from the MD source will be metered. Service connection water meters are planned for installation in all buildings to monitor water use of individual users.

#### 2.2.3. Domestic Appliances and Fixtures

Water conserving plumbing fixtures and appliances can increase the efficiency and reduce the demand on public and commercial water uses. Residential and commercial buildings at CMR should be outfitted with the following water conserving devices with the following minimum standards (CMR Inc., 2017a):



- Low flow shower heads with a flow rate of less than 9.8 litres/minute;
- Lavatory and kitchen faucets with a flow rate of less than 8.3 litres/minute; and,
- Low consumption toilets with a maximum water use of 6 litres/flush.

By reducing the amount of water extracted from the environment, energy and infrastructure costs are reduced and is a significant environmental benefit to the West Castle River Basin.



### 3. Aquatic Habitat Management Plan

The CMR Plan Area is located adjacent to the main stem and tributaries to the West Castle River. The West Castle River and its tributaries provide habitat to sensitive bull trout and westslope cutthroat trout (CMR Inc., 2002; GoC, 2014). The Plan Area is also adjacent to the West Castle Wetlands Ecological Reserve, a provincially designated protected area.

Should work be required within or under a waterbody (e.g., watercourses, marshes and open water wetlands), applicable permits, authorizations, and notifications must be obtained prior to the commencement of construction. These may include notifications for crossing of a waterbody under the *Water Act* or permits to conduct fish or wildlife salvage under the *Fisheries Act* and *Wildlife Act*, respectively. No in-stream activity is to occur within the West Castle River and tributaries restricted activity period (RAP) of September 1 to August 15 (GoA, 2019) without the written specifications and recommendations of a qualified aquatic environmental specialist (QAES) or regulatory approval.

This Aquatic Habitat Management Plan identifies mitigation measures to minimize potential environmental effects to the West Castle River, its tributaries, West Castle Wetlands Ecological Reserve, and any other waterbodies within or immediately adjacent to the Plan Area.

#### 3.1. Protection of Bed and Banks

The bed and banks of waterbodies are sensitive to disturbance and should be avoided during construction, where possible. Construction activities within these sensitive areas can cause erosion of the banks and sedimentation of the waterbody. Disturbance to or removal of vegetation along watercourses (riparian areas) can negatively affect aquatic habitat and stability of the bank and bed.

If tree clearing is required within a riparian area, trees should be felled away from the watercourse to avoid impacts to the bed and banks. All debris and soil should be immediately removed from below the high watermark of the watercourse.

Following construction activities, disturbed bed and banks should be recontoured as close as possible to preconstruction conditions.

#### 3.2. Protection of Riparian Areas

Riparian areas are segments of terrestrial vegetation bordering waterbodies that are beneficial for wildlife, water quality, aquatic habitat, and channel stability of the associated waterbody. Removal of riparian vegetation may lead to an increase in water temperatures, resulting in changes to aquatic vegetation and habitat (CMR Inc., 2002).

To protect riparian areas, the clearing of riparian vegetation should be limited to the area required for safe construction, and not include storage/stockpile workspaces. Any required clearing should occur immediately before construction activities. Post-clearing, bank stability should be assessed and reinforced, if necessary, to prevent slumping and erosion. Erosion control measures (Section 5) should be put in place to limit the introduction of sediments to the watercourse from the cleared area.

#### 3.3. Maintaining Water Quality

Protection of waterbody bed and banks and riparian vegetation are important factors in maintaining high water quality. Should sediments or contaminants be observed migrating into waterbodies within or adjacent to the Plan Area, erosion control measures (Section 5) and water quality monitoring should be incorporated into site-specific plans such as watercourse crossing plans and/or environmental protection plans for construction projects.



Water quality monitoring involves sampling specific water parameters upstream (i.e., a control site) and downstream of a point source introduction of erosion or contaminants. The frequency and protocol of sampling is determined based on the duration and magnitude of the impact. Should water quality thresholds be approached or exceeded, mitigation measures should be implemented immediately, including suspending activities temporarily until sedimentation or contamination is controlled. Water quality monitoring should continue until the affected area meets control levels.



## 4. Vegetation Management Plan

The preservation of existing vegetation and the restoration of disturbed areas have both environmental and aesthetic value to CMR. Areas of existing vegetation protect watercourses and waterbodies (Section 3), increase soil stability and provide erosion control (Section 5), habitat for wildlife (Section 7), and aesthetic value for visitors of CMR. The disturbance of vegetated areas during construction activities may result in the introduction and proliferation of weeds. Introduced weeds must be managed to prevent the inadvertent infestation of the Plan Area and surrounding areas.

This Vegetation Management Plan describes methods to protect existing vegetation, revegetate disturbed areas, and manage weeds and invasive species, while incorporating FireSmart guidelines.

### 4.1. FireSmart Guidelines

The Pincher Creek Wildfire Mitigation Strategy provides FireSmart recommendations to reduce the threat of wildfire (Cox, 2016). Landscape Level fuel types consist of coniferous, mixedwood, and deciduous forests, and cured grass. Community-Level fuel types are predominantly coniferous.

Within the Plan Area, the FireSmart hazard level varies between Low, Moderate, High, and Extreme, depending on location. In areas of Moderate to High/Extreme Hazard Level, the MD recommends removal and reduction of fuel (i.e., vegetation) around structures to increase clearance between combustible structures and surrounding wildland fuels. The clearance area should also be inspected regularly to maintain vegetation growth and fuel load.

The majority of structures within the Plan Area were determined to have an overall FireSmart hazard level of Extreme for FireSmart Structure and Site hazard classes (Cox, 2016). The following measures are recommended to reduce the threat of wildfire within the Plan Area:

- Vegetation management by residents (e.g., removal of firewood piles stored near structure) is recommended within FireSmart Zones 1 and 2 (0-30 m around structures)
- Coordinated vegetation management, including thinning, pruning, and removal of dead vegetation, is recommended within Zones 2 and 3 (10-200 m around structures).

CMR Inc. manages clearing in accordance with FireSmart and MD wildlife prevention programs.

### 4.2. Protection of Native Trees and Vegetation.

The protection of native trees and vegetation species are important factors in maintaining the biodiversity of the Plan Area.

The clearing of trees and vegetation should be minimized during construction and operation activities to the extent possible and while abiding by FireSmart guidelines for the MD. Trees and vegetation that will not be cleared during construction should be marked, flagged, and/or roped off to prevent inadvertent damage. Clearing of trees and vegetation surrounding a construction area to be used for temporary workspace, storage, vehicle travel lanes, and stockpiling of materials or soil should be minimized to the amount required to safely complete construction activities. Alteration of surface grades, contours and drainage should be avoided, where possible, to minimize effects to surrounding vegetation.

Some ecological communities or species are more sensitive to disturbance and have a disproportionately large effect on the surrounding ecosystem. The Plan Area is within endangered and threatened plant ranges. Sensitive plant species (i.e., provincially or federally listed species at risk), rare plants, and rare ecological communities should be avoided with a suitable setback to prevent inadvertent disturbance. Sensitive vegetation and ecological





communities require implementation of additional protections, including signage and restricted access as determined by provincial and/or federal legislation.

Should the clearing of trees be required for development or FireSmart initiatives, merchantable timber should be salvaged, where feasible.

### 4.3. Control of Weeds and Invasive Plant Species

Weeds and invasive plant species are undesirable as they provide competition for native vegetation, limiting their capacity to grow. Weeds and invasive species can be introduced into natural areas during construction and operation activities through multiple vectors, including construction equipment, foot and vehicle traffic, and infested soils and building materials. Preventing the introduction of weeds and invasive species is the best defense as these species are often fast growing and easily dispersed.

Once established, weeds and invasive species should be managed aggressively to prevent spread. Weeds deemed “noxious” and “prohibited noxious” are required to be controlled and destroyed, respectively, per the *Weed Control Act*.

#### 4.3.1. Preventing the Introduction of Weeds and Invasive Plant Species

Minimizing the risk of introduction of weeds and invasive plant species can be achieved through a number of preventative measures. During construction, it is important that only clean vehicles and machinery arrive on site. Entry to the construction site should not be permitted to equipment showing dirt or mud until the equipment can be cleaned off-site, in a suitable location. Imported soil, granular fill material, and other organic materials (e.g., straw) used for construction or operation activities should be thoroughly examined for the presence of weeds.

Weeds and invasive species can also be inadvertently introduced through reseeding. To minimize the risk of introduction, reseeding should be done using plant species from the natural subregion and should be free of weeds and invasive species. Use of certified seed that includes weed seed analysis is recommended.

Timely reseeding of disturbed areas is essential to reducing weed infestations. Bare areas will be quickly colonized by fast growing and easily spread weeds species. Once established, weeds can quickly produce seeds which can spread to other vulnerable areas or be stored in the soil seed bank. Growth of native vegetation will reduce the amount of bare areas vulnerable to weed colonization, reducing effort required for weed management in the future.

#### 4.3.2. Managing Weeds and Invasive Plant Species

The growth of weeds and invasive plant species should be monitored following construction and periodically during operation at a frequency deemed reasonable to control weed growth and spread. Should an infestation or uncontrolled spread of weeds or invasive species be observed, a site-specific weed control program should be developed and corrective measures (e.g., spraying, picking) should be implemented. All chemical application should follow the Pesticide (Ministerial) Regulation (GoA, 1997a) and Environmental Code of Practice for Pesticides (AENV, 2010).

Under the *Weed Control Act*, if noxious weeds or prohibited noxious weeds (as prescribed by Weed Control Regulation) are observed at any time, they *must* be controlled using corrective measures as quickly as possible.

Equipment used in the management of weeds or invasive plant species should be cleaned thoroughly after use to control inadvertent spread of these species to subsequent locations.



## 5. Erosion and Sediment Control Management Plan

Soil erosion is the process by which soil becomes mobilized sediment by wind or water. The erosion of topsoil can result in the loss of productivity to an area as topsoil contains the highest concentration of organic material. Both short-term and long-term increases in suspended sediments in waterbodies can have significant effects to water quality and affect aquatic life. Deposition of suspended sediments (i.e., sedimentation) may negatively affect aquatic habitat.

The rate and magnitude of erosion are dependent on a variety of factors including soil type and texture, and can be expected to increase with slope length, slope gradient, exposure to water and wind, and decreased soil stability. Preventative and mitigative measures can be used to reduce the susceptibility of soils to erosion.

This Erosion and Sediment Control Management Plan describes control of sediment during and following construction activities through implementing erosion and sediment control measures and pre-construction planning to reduce susceptibility and exposure. Project-specific measures and management may be employed in detailed site-specific plans.

### 5.1. Erosion Control Structures

Watercourses and waterbodies are sensitive to the effects of suspended sediments and sedimentation. Riparian vegetation provides an important natural barrier to sediments and clearing should be avoided within this area. Natural drainage paths toward watercourses and waterbodies, which are made apparent by erosion gullies, should be identified and monitored for the introduction of sediments. Obstruction and/or alteration of natural drainage should be avoided during all construction and operation activities.

If erosion or sedimentation is observed, erosion control structures should be constructed to mitigate the impacts to watercourses and waterbodies. Erosion control structures should also be installed around areas prone to erosion, such as soil stockpiles. Examples of erosion control structures include the following:

- Diversion berms;
- Silt fencing;
- Wattles;
- Rollback;
- Riprap; and,
- Settling traps or basins.

Once installed, erosion control structures should be monitored regularly and after extreme weather events for damage and effectiveness. If damage is observed, erosion control structures should be repaired. If erosion control structures are observed to be ineffective in stopping erosion, additional erosion control may need to be implemented until erosion has been controlled.

Should pumps be used for water diversion or to dewater the construction site, the water should be released onto well vegetated areas or into filter bags to dissipate water energy and minimize the introduction of sediment into stream channels. The area should be monitored regularly during pump operation for erosion and erosion control structures should be implemented, as required.



## 5.2. Minimizing Erosion Risk

The removal of vegetation during clearing or grading reduces the stability of soil and increases erosion across the surface. To reduce the risk of erosion, clearing and grading should be minimized to the area required for construction. Where possible, the clearing of trees and vegetation surrounding a construction area for temporary workspace, storage, vehicle travel lanes, and the stockpiling of materials or soil should be minimized to the amount required to safely complete construction activities to reduce exposure of bare areas. Clearing extra temporary workspace within riparian areas should be prohibited. If possible, construction should be conducted in phases to reduce the area required for workspace and stockpiling. Clearing should avoid areas on steep slopes or with a high degree of exposure, as these areas are prone to erosion. Where clearing and grading is required, erosion control measures should be implemented.

Cut and fill techniques used for leveling will decrease stability of the soil. Work areas should avoid steep slopes, where possible, to reduce the extent of cut and fill required to level. If instability is observed, the soil should be immediately stabilized (e.g., using retention berms, matting).



## 6. Construction Reclamation and Monitoring Management Plan

Reclamation involves returning disturbed soil, landscape, and vegetation properties to former or other productive uses. Timely reclamation is an important measure in reducing adverse environmental effects caused by erosion, sediments, and changes to drainage resulting from construction.

This Construction Reclamation and Monitoring Management Plan describes soil management, re-contouring, soil stability, and revegetation measures to return a disturbed area to a stable condition with a trajectory to land capability comparable to surrounding vegetation and land uses.

### 6.1. Soil Reclamation

Should development areas require soil stripping and/or grading, topsoil should be stripped and stored separately from subsoil to prevent admixing and a reduction in soil productive capability. Soil piles should be protected with erosion control measures (Section 5) to prevent loss. During reclamation, subsoil should be replaced first, followed by topsoil. Following the replacement of topsoil, erosion control measures (Section 5) should be implemented until revegetation has taken hold to prevent the loss of topsoil.

If areas of compacted soil are identified, compaction should be alleviated and subsoils smoothed prior to the replacement of topsoil to prevent issues with natural water infiltration.

### 6.2. Landscape Reclamation

Post soil reclamation, disturbed areas should be assessed for areas of impaired drainage, erosion, reduced soil stability, and any other potential concerns and compared to the surrounding landscape.

#### 6.2.1. Drainage

Development resulting in changes in drainage and contours on the landscape can result in ponding and disruption of natural flows, potentially affecting offsite habitats (e.g., drying or flooding). Onsite ponding may increase the difficulty of revegetation and/or the potential for flooding of infrastructure. Drainage patterns and contours should be adjusted to match conditions adjacent to the disturbed area.

Immediately following construction, the bed and banks of any watercourses should be returned to pre-disturbance conditions and stabilized, if necessary. Watercourses should not be re-aligned or altered during reclamation. If in-channel structures (e.g., matting, corduroy) have been constructed, they should be removed before spring break-up so they do not impede natural drainage patterns.

#### 6.2.2. Erosion

Disturbed areas are often prone to a greater degree of water and wind erosion due to the removal of onsite vegetation. Evidence of water erosion includes gullying and/or the presence of depositional fans (alluvial fans or triangle-shaped sediment deposits) caused by improper drainage. Evidence of wind erosion includes the removal or piling of soil and abrasive damage to vegetation. Increased erosion can cause the removal of nutrients from the disturbed site, which can impair revegetation of the site. For mitigation measures, see Section 5.

#### 6.2.3. Soil Stability

Disturbance to an area may affect soil stability, particularly soil located on a slope. Reduced soil stability can result in the mass movement of soil through slumping and subsidence, potentially affecting infrastructure and operability within the area. Unstable soils are more vulnerable to erosion and may cause sedimentation of nearby watercourses. Bioengineering techniques, including transplanting native shrubs, brush matting, and willow staking can mitigate problems with soil stability on slopes.



### 6.3. Revegetation

Revegetation should commence as soon as possible following disturbance activities, pending seasonal or weather conditions. Timely reclamation will minimize the erosion of topsoil and result in more successful revegetation. Should reclamation be incomplete before frozen conditions, erosion control measures (Section 5) should be implemented until final contouring and seeding can commence. Where possible, construction should be planned to be completed with sufficient time to allow seeding of the disturbed area prior to frozen conditions.

Seeding is recommended to be undertaken using a seed mixture of locally sourced native plant species. Seed mixtures should be free of weeds and undesirable invasive species (Section 4.3.1). Fertilizer and supplemental watering can be applied depending on nutrient requirements of the soil and plant species. Vehicle and pedestrian access to reseeded areas should be restricted to prevent disturbance. Seeding should be done at a density appropriate to the species and should be monitored and supplemented with additional seeding, if necessary.

Seeding of wetlands or riparian areas is not recommended unless otherwise required due to steep slopes and/or erodible soils.

Monitoring should compare the reclaimed area with adjacent areas using the following parameters:

- Percent vegetation cover;
- Plant density;
- Vegetation type and dominant species;
- Relative level of erosion; and,
- Presence of bare areas.

Supplemental seeding may be required if the following is observed:

- Vegetation cover or density is less than desired (e.g., bare areas);
- Vegetation cover does not reduce erosion to pre-disturbance conditions;
- Presence of weed, invasive, or undesirable plant species; and,
- Excessive wildlife grazing.

All areas seeded should be recorded to maintain records of seed mixes and any additional mitigation measures implemented.



## 7. Wildlife Management Plan

The Plan Area is located in West Castle Valley and provides habitat for a variety of wildlife, primarily associated with forested areas and waterbodies. Wildlife with potential to be found within the Plan Area include migratory birds, raptors, small and large carnivores, furbearers, and ungulates. Sensitive wildlife species (provincially or federally listed species at risk) identified by the Fish and Wildlife Information Management Tool (FWIMT) (AEP, 2019) include boreal toad, golden eagle, grizzly bear, harlequin duck, long-toed salamander, and red-tailed chipmunk. The plan area is within a grizzly bear zone and a mountain goat and sheep range. The Plan Area is adjacent to the West Castle River, which contains sensitive bull trout and westslope cutthroat trout (CMR Inc., 2002; GoC, 2014). Tributaries to the West Castle River are within the Plan Area.

This Wildlife Management Plan describes methods that protect wildlife habitat and reduce disturbance to wildlife during construction and operations.

### 7.1. Mitigating Disturbance to Wildlife during Construction

Construction activities have the potential to disturb wildlife through habitat removal and fragmentation, sensory disturbance, and disruption of wildlife movement. Effects to wildlife can be avoided or mitigated for using the following measures.

#### 7.1.1. Habitat Removal and Wildlife Features

Construction activities may require the clearing of forested areas which may influence habitat use of large mammals and birds that require tree cover for foraging, cover from predation, protection from extreme weather, and nesting. Clearing should be minimized, to the extent possible, to avoid removal of valuable wildlife habitat.

Wildlife features, such as a nest or bear den, may be present in forested areas planned for development. Provincially, a house, nest or den of prescribed wildlife is protected under the Alberta *Wildlife Act*. Prescribed wildlife are included under Schedule 4 of the Alberta Wildlife Regulation (Section 36 (1)) and include birds of prey, migratory and upland game birds, and non-game animals (GoA, 1997c). A wildlife sweep should be conducted prior to construction to identify the presence of wildlife and wildlife features. Active wildlife features should be avoided spatially (i.e., with a defined setback) or temporally (i.e., constructing when feature becomes inactive). If active wildlife features cannot be avoided, site-specific and species-specific mitigation measures should be implemented.

#### ***Migratory Bird Nesting Period***

The active nest of a migratory bird is protected from disturbance, destruction or removal under the federal Migratory Birds Regulations (Section 6(a)) (GoC, 2018). The inadvertent harming, killing, disturbance or destruction of breeding birds, nests and eggs are referred to as “incidental take” and have the greatest potential to occur during construction preparation and vegetation clearing (e.g., timber clearing and mowing).

The Plan Area is located within nesting zone B3 which has a migratory bird nesting period of April 8 to August 24 (ECCC, 2018). If construction is planned during this time, a migratory bird nest sweep should be conducted immediately prior to construction. Nest sweeps should be conducted at all construction areas (i.e., not just forested areas) as migratory bird nests are often present on anthropogenic structures and disturbed areas. If active nests are found, the feature should be avoided using an appropriate species-specific setback until the birds have fledged.



### 7.1.2. Sensory Disturbance

Sensory disturbance, such as the presence of construction personnel, vehicles and equipment, or construction noise and lights may disturb wildlife in surrounding wildlife habitats. Disturbance of wildlife may displace wildlife from suitable habitat and disrupt foraging and breeding activities. Disturbance and attractants, such as garbage, may also result in wildlife conflict and interactions at the construction site. An increase in vehicle traffic during construction may increase the risk of wildlife mortality.

Mitigation measures will vary depending on the site-specific conditions but should consider vehicle traffic (e.g., speed limits, use of multi-passenger vehicles, designated travel areas), noise abatement on equipment, and human-wildlife interactions (e.g., harassment of wildlife, disposal of garbage). Developments within the Plan Area are encouraged to design exterior lighting that reduces light pollution.

### 7.1.3. Barriers to Movement and Fragmentation

During construction, wildlife movement may be impaired by the erection of structures and fencing. Clearing may also disrupt connectivity of wildlife habitat through fragmentation, which may affect the movement of wildlife or cause some habitat patches to be too small for suitable use. Breaks should be constructed into any long linear barriers to allow for wildlife movement and escape. Development plans should integrate existing clearings and disturbances, where practical, to limit habitat fragmentation.

## 7.2. Mitigating Disturbance to Wildlife during Operations

Operations have the potential to affect wildlife largely through human-wildlife encounters. Impacts to wildlife from encounters with humans may include vehicle collisions, harassment of wildlife by and exposure to waste materials. Effects to wildlife should be avoided and can be mitigated using the following measures.

### 7.2.1. Vehicle Collisions

Vehicle collisions can be reduced through the implementation of speed controls and signage identifying areas of high wildlife traffic, such as wildlife trails. When encountering wildlife, drivers should maintain a safe and appropriate distance and avoid chasing wildlife. If possible, drivers should stop and turn off headlights to allow stressed wildlife to disperse. Access controls may be used to limit unauthorized vehicle access to sensitive areas and to manage clearly designated access points in appropriate locations. Recreational off-highway vehicle use is not permitted within the Plan Area.

### 7.2.2. Harassment of Wildlife

Reductions in the harassment of wildlife and the disturbance of wildlife habitat, nests, and dens, can be achieved through education and avoidance. Access should be controlled within the vicinity of any active wildlife feature, nest, or den to prevent inadvertent disturbance or destruction. Recreational hunting and firearm use are not permitted within the Plan Area. Encounters between wildlife and pets can be reduced through pet controls, such as the requirement for dogs to be on a leash within the Plan Area.

### 7.2.3. Wildlife and Waste Management

Food waste and garbage may be an attractant to wildlife and can pose a safety hazard (e.g., increased human-bear encounters) or nuisance (e.g., pests) to the Plan Area. Waste can also pose a danger to wildlife through ingestion. Solid waste from both residential and commercial sources should be managed and disposed of using wildlife-proof containers (Section 8).

Hazardous materials, such as gasoline or other vehicle fluids, may affect wildlife or wildlife habitat. Measures should be taken to prevent migration of inadvertent spills into wildlife habitat or waterbodies through runoff or stormwater. Should spills be observed, they should be cleaned up immediately (Section 8).



## 8. Waste Management Plan

Within the Plan Area, wastes are to be handled, stored and disposed of in an environmentally responsible manner. These include accidental spills of potentially hazardous products.

This Waste Management Plan describes solid and liquid waste storage, removal, and prevention of potentially hazardous releases into the environment during construction and operations.

### 8.1. Solid Waste

Within the Plan Area, solid waste is produced by commercial, residential, and operational and maintenance facilities, as well as construction activities.

#### 8.1.1. Facility and Residential Waste

Waste from commercial, operational and maintenance and residential sources are deposited into centrally located community garbage containers by resort staff, contractors, and visitors where it is picked up and disposed of by the MD. Garbage is removed regularly from the community garbage containers to the Crowsnest-Pincher Creek Landfill to prevent overfilling of the community garbage containers. There are currently enough community garbage containers to accommodate current solid waste levels. Waste receptacles will be added to the Plan Area as required to accommodate anticipated growth.

Waste is not permitted to be stored or accumulated in a manner that attracts wildlife. Waste receptacles located outdoors are closed and wildlife-proof to reduce the attraction of bears and nuisance animals. Garbage receptacles should not be left unsecured in outdoor locations. Maintenance staff are responsible for gathering loose waste to keep the Plan Area litter-free. Disposal of waste by burning is not permitted within the Plan Area.

Signage is used to identify the locations and correct disposal (e.g., recycling) of solid waste. Receptacles for cardboard recycling are provided by the Crowsnest-Pincher Creek Landfill and are located next to the centrally located community garbage containers. Individuals are encouraged to return other recyclables (e.g., tin cans, plastics, returnable drink containers) to the nearby recycling depot in Pincher Creek.

Some forms of solid waste, such as toxic hazardous wastes (e.g., from construction materials), are not accepted by the Crowsnest-Pincher Creek Landfill and must be alternatively disposed of (Crowsnest/Pincher Creek Landfill Association, 2014). These types of waste are rarely found within the Plan Area, and are managed by the contractor, in the case of development, or CMR Inc. Construction materials and non-household waste are not acceptable for disposal in the community garbage containers.

#### 8.1.2. Construction Waste

During construction, contractors are responsible for maintaining a clean work area through daily clean-up of waste generated by construction activities. Prior to construction, a site-specific waste disposal plan should be created by the contractor and approved by CMR Inc. to outline the types of wastes being generated, how wastes will be stored and collected classified and, disposed of, and who is responsible for coordinating waste management activities. Each construction site will be equipped with adequate garbage receptacles, supplied by the contractor for solid waste and debris. Non-hazardous waste generated from construction will be disposed of to the Crowsnest-Pincher Creek landfill. Hazardous wastes will be stored separately from non-hazardous wastes and will be removed by the contractor. Bear-proof containers will be used for food waste. All contractor personnel should be made aware of and understand their responsibilities for proper waste handling.





## 8.2. Liquid Waste

Wastewater generated within the Plan Area is treated using a lagoon treatment system (Class I wastewater treatment plant). The treatment system consists of a facultative lagoon and a storage cell, designed to have sufficient capacity for peak build-out use as facilities within the resort expand and year-round services develop. Lagoon use is currently highly seasonal and operates at half of maximum capacity during days of peak volume.

The Castle Mountain Resort General Reference Guide lists prohibited substances for wastewater disposal as well as requests the use of phosphate-free cleaning supplies to be used by residents to limit eutrophication to aquatic habitat (CMR Inc., 2018).

Effluent generated by the wastewater lagoon is disposed of through irrigation of the mountain to the application rates permitted. Should generated effluent exceed the amount or depth of irrigation permitted, CMR will explore additional options for effluent disposal in accordance with applicable approvals and regulations.

## 8.3. Spill Prevention and Contingency Plans

During construction and operations at CMR, there is the potential for the accidental release of hazardous substances. To prevent spills and mitigate their potential impacts to the environment, health and safety, a site-specific spill prevention and contingency plan should be developed for all construction activities prior to commencement of work. Spill prevention and contingency plans should be developed for any ongoing operations that risk an uncontained release of a hazardous substance into the environment. Timely containment, recovery, and clean-up measures will minimize the potential for adverse environmental and human effects.

### 8.3.1. Spill Prevention

To prevent the inadvertent release of a hazardous substance and minimize impacts should a release occur, the following guidelines should be considered when creating a site-specific plan:

- All hazardous substances should be stored at least 100 m from any watercourse and waterbody;
- Secondary containment may be required depending on the location, type, volume and duration of waste and chemical being stored. Secondary containment should have a capacity of at least 110% the capacity of all primary containment units to account for potential precipitation;
- Spill prevention equipment, such as an impervious tarp, should be used during activities that have a high risk of spills (e.g., refueling, mixing).
- Contractors should oversee the regular maintenance and cleaning of any equipment that may develop leaks. Cleaning of equipment and vehicles should not be conducted where drainage has the potential to impact waterbodies; and,
- Equipment should be clean and otherwise free of external grease, oil, dirt and vegetation prior to use in any instream work.

If there is potential for a hazardous substance to be inadvertently released into a watercourse or waterbody, additional containment structures and berms should be considered.

### 8.3.2. Spill Contingency

To minimize impacts of a release of a hazardous substance, the following factors should be considered when creating a site-specific plan:

- Safety of on-site personnel and nearby public;
- Removal of hazards (e.g., ignition sources);
- On-site availability of spill response and clean-up materials, including sorbent pads, shovels, and a portable disposal container;



- Measures to contain and prevent further spread of the spill;
- Measures to restrict access to all non-essential vehicles and personnel;
- Emergency contact information
- Recovery and disposal of released materials;
- Requirement of remedial measures;
- Onsite spill documentation (e.g., product, time, estimated quantity, source, proximity to waterbodies); and,
- Spill reporting to appropriate regulatory agency, as required.

If there is the potential for a hazardous substance to be inadvertently released into a waterbody (i.e., watercourse or wetland), additional response and isolation materials should be considered including watercraft and a large spill containment boom.



## 9. Stormwater and Snowmelt Management Plan

Stormwater and snowmelt runoff from the uphill mountain areas will discharge directly into natural drainages, including tributaries to West Castle River. Within the Plan Area, the volume and rate of runoff from stormwater and snowmelt runoff can increase due to development of roadway surfaces, building rooftops and parking lots.

This Stormwater and Snowmelt Management Plan discusses current infrastructure and mitigation measures in place to reduce the potential for adverse environmental effects within and surrounding the Plan Area.

### 9.1. Snowmelt Management

Snow plowing and storage within CMR parking lots have the potential to directly influence water quality within watercourses due to sanding applied and resultant integration into snow piles. Snow storage areas are located on the west side of Highway 774, which serves as a barrier to prevent any runoff from directly entering watercourses. Snow is plowed and stored either at the south end of the main parking lot, or the east end of the north overflow parking lot. Snowmelt runoff is retained by vegetation adjacent to the snow storage piles and percolates into the soil. Well-vegetated areas decrease the velocity of snowmelt, allow groundwater infiltration and the settlement of suspended sediments. These functions mitigate erosion and sedimentation to nearby waterbodies during spring runoff.

### 9.2. Stormwater Management

Efforts are made to protect fish populations and their habitat from the introduction of suspended sediment. Drainage is managed and maintained within the Plan Area through ditches, culverts, and localized areas of ponding. Concentrating the flow of stormwater runoff around infrastructure reduces the risk of erosion. Rock-armored ditches and culverts direct flow through the residential area into a ponding area. Retaining water in the areas of localized ponding on the eastern edge of the Plan Area allows sediments to settle out of suspension within the water and for infiltration into groundwater to occur. These measures reduce potential impacts to water quality that could result from direct drainage to watercourses. The areas of localized ponding are physically separated from the West Castle River and West Castle Wetlands Ecological Reserve by Highway 774 which serves as a barrier to surface flow.

A contingency culvert across Highway 774 is in place to prevent the highway from washing out during extreme weather events. In these events of extreme water volumes, surface water travels through the culvert and drains into a vegetated area of the wetlands on the east side of the highway.

CMR Inc. strives to maintain existing hydrological patterns, and design drainage and stormwater facilities to prevent flood damage, erosion, and environmental impacts to the surrounding waterbodies. Any erosion damage as a result of an extreme weather event or higher than expected precipitation levels will be evaluated against the adequacy of current stormwater management and re-evaluated, as required.



## 10. Legislation, By-laws, Guidelines, and Codes of Practice

### Municipal District of Pincher Creek No. 9

- Land Use Bylaw 1289-18 (MD, 2002)
- Municipal Development Plan No. 1062-02 (MD, 2018)
- Pincher Creek Wildfire Mitigation Strategy (Cox, 2016)

### Alberta

- Code of Practice for Wastewater Systems Using a Wastewater Lagoon (GoA, 2003)
- Code of Practice for Watercourse Crossings (GoA, 2019)
- Code of Practice for Waterworks Systems Using High Quality Groundwater (GoA, 2012)
- Environmental Code of Practice for Pesticides (AENV, 2010)
- Environmental Quality Guidelines for Alberta Surface Waters (AEP, 2018a)
- *Environmental Protection and Enhancement Act*
- *Forest and Prairie Protection Act*
- *Historical Resources Act*
- Master Schedule of Standards and Conditions (AEP, 2018b)
- Pesticide (Ministerial) Regulation (GoA, 1997a)
- Pesticide Sales, Handling, Use, and Application Regulation (GoA, 1997b)
- *Water Act*
- *Weed Control Act*
- *Wildlife Act*
- Wildlife Regulations (GoC, 1997c)

### Federal

- Canadian Environmental Quality Guidelines (CCME, 2001)
- *Fisheries Act*
- Measures to Avoid Causing Harm to Fish and Fish Habitat (DFO, 2016)
- *Migratory Birds Convention Act*
- Migratory Birds Regulations (GoA, 2018)
- *Species at Risk Act*



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## **Attachment 1 Environmental Construction and Operations Plan**

# Environmental Construction and Operations (ECO) Plan

(Adapted from Alberta Transportation Environmental Construction Operations (ECO) Plan Framework)

An ECO plan is compulsory for all developments within Castle Mountain Resort that require a Development Permit from the Municipal District of Pincher Creek No. 9.

Project: \_\_\_\_\_

Company: \_\_\_\_\_

Representative: \_\_\_\_\_

Castle Mountain Resort Contact: \_\_\_\_\_

The following ECO Plan details required documentation and environmental considerations when working within the Plan Area of CMR. Required lists, descriptions, drawings, permits and protection plans will together form an ECO Plan and provided to CMR Inc. prior to construction activities. Any items marked “No” require explanation in the comments section.

Step	Requirement Description	Yes	No	N/A
<b>Environmental Sensitivities and Site Drawings(s)</b>				
Schedule	Provide a project schedule. Identify all environmental restricted activity periods.			
Site Sketch	Provide a site sketch showing site topography, vegetation, drainage, and existing infrastructure.			
Environmental Sensitivities	Identify environmental sensitivities. These should include consideration of the following: <ul style="list-style-type: none"> <li>• Sensitive species ranges and timing windows;</li> <li>• Waterbodies (watercourses and wetlands);</li> <li>• Vegetation (including rare plants and weeds);</li> <li>• Susceptibility of site to erosion and sedimentation;</li> <li>• Wildlife and wildlife habitat;</li> <li>• Site contamination;</li> <li>• Historical resources; and,</li> <li>• Any other relevant environmental factors.</li> </ul>			
Site Drawing(s)	Site drawings should include the following details: <ul style="list-style-type: none"> <li>• Project location and orientation;</li> <li>• Project phases (if applicable);</li> <li>• Site set-up and layout;</li> <li>• Location of first aid and spill kits;</li> <li>• Mitigation measures (e.g., fencing, erosion control); and,</li> <li>• Environmental sensitivities and buffers (e.g., hawk nest, wetland).</li> </ul>			



Step	Requirement Description	Yes	No	N/A
<b>Environmental Permits and Approvals</b>				
Permits, Approvals, Authorizations, and Notifications	Include a list and append copies of all environmental permits, approvals, authorizations, and notifications (including Codes of Practice).			
<b>Hazardous Materials and Waste Management</b>				
Hazardous Materials	List all hazardous materials to be used and stored on site. Describe handling, containment, storage, and disposal methods for each hazardous material.			
<b>Site-specific Environmental Protection Plans</b>				
Aquatic Habitat Protection Plan	Site-specific Aquatic Habitat Protection Plan, per the Castle Mountain Environmental Management Plan.			
Vegetation Protection Plan	Site-specific Vegetation Protection Plan (including a Weed Control Plan, if applicable), per the Castle Mountain Environmental Management Plan.			
Erosion and Sediment Control Plan	Site-specific Erosion and Sediment Control Plan, per the Castle Mountain Environmental Management Plan.			
Construction Reclamation and Monitoring Plan	Site-specific Construction Reclamation and Monitoring Plan, per the Castle Mountain Environmental Management Plan.			
Wildlife Protection Plan	Site-specific Wildlife Protection Plan, per the Castle Mountain Environmental Management Plan.			
Waste Disposal Plan	Site-specific Waste Disposal Plan, per the Castle Mountain Environmental Management Plan.			
Spill Prevention and Contingency Plan	Site-Specific Spill Prevention and Contingency Plan, per the Castle Mountain Environmental Management Plan.			
<b>Implementation of ECO Plan</b>				
On-site Representative	List the names and contact information for all on-site representatives, including sub-contractors.			
Training and Communication	Detail orientations and procedures that will be used to train on-site personnel of environmental sensitivities, protection and response.			
Monitoring and Reporting	Provide monitoring and inspection procedures, as required by regulations and contractual obligations. Procedures should include: <ul style="list-style-type: none"> <li>• Location;</li> <li>• Monitoring frequency;</li> <li>• Reporting requirements; and,</li> <li>• Process for addressing deficiencies.</li> </ul>			



## Contractor Responsibilities

All contractors are responsible for protecting the environment. A contractor is responsible for creating and implementing the ECO Plan, either through their own actions or through sub-contractors. Contractors are responsible for ensuring all site representatives, including sub-contractors, understand their roles and responsibilities, and operate in compliance with the ECO Plan. Contractors are responsible for referring to and understanding all applicable contractual and regulatory requirements, as they pertain to protection of the environment. In general, Contractors must:

- Identify potential environmental issues and measures for avoidance and/or mitigation;
- Implement, monitor, and maintain mitigation measures;
- Record, report, and correct deficiencies to mitigation measures;
- Identify and understand all environmental legislation, permits, approvals, authorizations, codes of practice, notifications, guidelines, standards, policies, and programs applicable to the project;
- Prepare and update the ECO Plan, as required;
- Submit copies of the ECO Plan to Castle Mountain Resorts Inc.;
- Identify on-site personnel responsible for implementing the ECO Plan;
- Ensure all on-site personnel understand and comply with the ECO Plan;
- Educate and train on-site personnel in identifying, addressing, and reporting environmental concerns;
- Review ECO Plan requirements, as applicable, at project kick-off, orientation, pre-construction meetings, tailgate meetings, etc.; and,
- Stop work when environmental impacts have occurred or may occur.

## Sign-off

The ECO Plan has been completed to the best of our abilities. The undersigned acknowledges and accepts the responsibilities detailed herein.

---

Contractor Principal-in-Charge


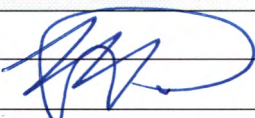
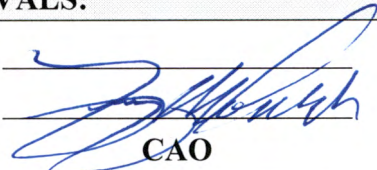
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Name (print)

---

Date

## Recommendation to Council

<b>TITLE: Amend Resolution 19/533</b>			
<b>PREPARED BY: Meghan Dobie</b>		<b>DATE: December 16, 2019</b>	
<b>DEPARTMENT: Finance</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	<ol style="list-style-type: none"> <li>1. PwC – Questfire Receivership – Pmt of Property Taxes on Completed Transactions</li> <li>2. Receivers 4<sup>th</sup> Report to Court – 10/23/2018</li> <li>3. Resolution 19/533</li> </ol>	
<b>APPROVALS:</b>			
	<u>Dec 16, 2019</u>		<u>08 Jan 2020</u>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council amend resolution 19/533 to write off property taxes owing from Lexin Resources Ltd. in the amount of \$92,093.78 and Questfire in the amount of \$4,572.27 through the Tax Rate Stabilization Reserve (6-12-0-735-6735) in 2019.**

**BACKGROUND:**

Resolution 19/533 needs to be amended due to a cheque received from PricewaterhouseCoppers Inc. (PwC) related to Questfire. As outlined in the Receiver’s (PwC) Fourth Report to Court – October 23, 2018 a Municipal Tax Reserve was to be created from the proceeds of the transactions and the “Loyal Sale” (proposed sale of certain Questfire’s assets to Loyal Energy).

As a result of the Municipal Tax Reserve created, a final payment was received for outstanding property taxes owed from Questfire. The revised write off balance is now \$4,572.27 (4,989.51 less 417.24).

There was no Municipal Tax Reserve created in the Lexin Resources Ltd. case. Therefore the write off remains as is.

**FINANCIAL IMPLICATIONS:**

**\$96,666**



12/4/2019

M.D. of Pincher Creek  
 Box 279, 1037 Herron Avenue  
 Pincher Creek, AB ToK 1W0

Attention: To Whom it May Concern

**Questfire Receivership- Payment of Property Taxes on Completed Transactions**

As you are aware, pursuant to an Order of the Court of Queen’s Bench of Alberta pronounced on November 16, 2017, PricewaterhouseCoopers Inc. LIT. (“PwC”) was appointed as receiver and manager of the current and future assets, undertakings and properties of Questfire (the “Receivership Order”, and PwC, in such capacity, the “Receiver”). A copy of the Receivership Order can be found on the Receiver’s website: [www.pwc.com/ca/questfire](http://www.pwc.com/ca/questfire).

The Receiver has substantially completed the sale of Questfire’s Property and is now in the process of winding down the Receivership. To that end, and consistent with direction included in the Receiver’s Fourth Report (Appendix D) that was subsequently approved by the Court on November 2, 2018, the Receiver will be making payments from the Municipal Tax Reserve as set out in the Fourth Report.

As noted in Paragraph 6 of the Receiver’s Fourth Report, the Municipal Tax Reserve was created as a result of the Virginia Hills Appeal (as defined in the Fourth Report). On August 29, 2019 the Alberta Court of Appeal dismissed the Virginia Hills Appeal, confirming the June 20, 2017 Order of Justice Yamauchi of the Alberta Court of Queen’s Bench that held the Municipalities’ claims for taxes in respect of linear property (linear property taxes) are unsecured claims under the Bankruptcy and Insolvency Act.

The holdback per Appendix D of the Receiver’s Fourth Report for your municipality is \$3,141.39. The amount payable to your municipality from the Municipal Tax Reserve is the lesser of the Receiver’s holdback and the Receiver’s calculation, shown below:

Calculation of payment from Municipal Tax Reserve					
Estimated 2017 Linear and Non Linear Tax (“Taxes”)	Less: Pre-filing Linear Tax	Calculation: Pre Filing Non Linear Tax	Add: FY18 Taxes through Effective Date	Calculation: Pre-Filing Linear and Post Filing Property Tax	Payment is Lesser of Calculation and Receiver’s Holdback:
\$3,400.00	\$-2,724.15	\$675.85	\$-258.61	\$417.24	\$417.24



Attached is a cheque for \$417.24 in accordance with the Receiver's Municipal Tax Reserve. The Receiver will consider the cashing of this cheque as acceptance of the calculation above and acknowledgement of payment in full of Pre-Filing Linear and Post Filing Property Taxes owed to your county up to the effective date of the Transactions.

Please let us know if you have any questions.

Regards,

PricewaterhouseCoopers Inc. LIT  
in its capacity as Receiver of Questfire Energy Corp.  
and not in its personal capacity

A handwritten signature in black ink, appearing to read "L. Murphy", written in a cursive style.

Liam Murphy  
Vice President

PricewaterhouseCoopers Inc.

AB Treasury - 07609 - 9243496 00

Transaction #: 00161940

05122019

CHEQUE NO. **6135**

Payee M.D. of Pincher Creek  
PO Box 279  
1037 Herron Avenue  
Pincher Creek AB T0K 1W0

Total 417.24

Questfire Energy Corp., Questfire Energy Corp., Inv #: Property Taxes

Amount 417.24

PricewaterhouseCoopers Inc.

AB Treasury - 07609 - 9243496 00

Transaction #: 00161940

05122019

CHEQUE NO. **6135**

Payee M.D. of Pincher Creek  
PO Box 279  
1037 Herron Avenue  
Pincher Creek AB T0K 1W0

Total 417.24

Questfire Energy Corp., Questfire Energy Corp., Inv #: Property Taxes

Amount 417.24

BEFORE ACCEPTING CHEQUE, PLEASE HOLD UP AND EXAMINE FOR THE GENUINE CHECK SECUR WATERMARK, FRONT AND BACK.

**PricewaterhouseCoopers Inc.**  
3100, 111 - 5 Avenue S.W.  
Calgary AB T2P 5L3  
(403) 509-7500

Alberta Treasury Branches  
600, 585 - 8 Avenue SW  
Calgary AB T2P 1G1

**6135**

DATE 0 5 1 2 2 0 1 9  
D D M M Y Y Y Y

PAY Four Hundred Seventeen Dollars And Twenty Four Cents

\$417.24

TO THE ORDER OF M.D. of Pincher Creek  
PO Box 279  
1037 Herron Avenue  
Pincher Creek AB T0K 1W0

Receiver of Questfire Energy Corp.

Per *J. Murphy*

Per \_\_\_\_\_

Misc - Inv #: Property Taxes, In trust for Questfire Energy Corp.

THE FACE OF THIS DOCUMENT HAS A COLOURED BACKGROUND ON WHITE PAPER - THE END BORDERS CONTAIN MICRO PRINTING.

⑈06135⑈ ⑆07609⑆ 219⑆ 9243496⑆00⑈

## Meghan Dobie

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**From:** Lynda Huber (CA) <lynda.huber@pwc.com>  
**Sent:** December 18, 2019 11:17 AM  
**To:** Meghan Dobie  
**Subject:** Questfire Energy Corp - in Receivership

Hello Megan. (Apologies if I have misspelled your name).

Further to our telephone conversation, the municipal tax reserve was outlined in the Receiver's Fourth Report dated October 23, 2018. The reserve was confirmed in the Consent and Interim Distribution Order dated November 2, 2018.

Copies of our reports and the various Orders are posted on our website at [www.pwc.com/ca/questfire](http://www.pwc.com/ca/questfire).

I trust this helps.  
Lynda Huber

**Lynda Huber**

PwC | Vice President, Consulting & Deals

T: (403) 509-7560

Email: [lynda.huber@pwc.com](mailto:lynda.huber@pwc.com)

PricewaterhouseCoopers Inc. LIT

Suncor Energy Centre, 111 5th Avenue SW, Suite 3100, East Tower, Calgary, Alberta T2P 5L3

[www.pwc.com/ca](http://www.pwc.com/ca)

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## QUESTFIRE ENERGY CORP.

### RECEIVER'S FOURTH REPORT TO COURT OCTOBER 23, 2018

- 5.10 The proposed Approval and Vesting Order for the Loyal Sale is based on a template Approval and Vesting Order. A blackline of the proposed form of Approval and Vesting Order for the Loyal Sale to the template Approval and Vesting Order used for the Transactions earlier in these proceedings will be provided to the Court and served on the Service List.
- 5.11 For the reasons set out above, including the discussion of the conduct of the Sale Process contained in the Second Report and the confidential supplements thereto, the Receiver is of the opinion that the Loyal APA and Loyal Option Agreement are reasonable and would be more beneficial to Questfire's creditors than other offers received for the same asset, if any. Accordingly, the Receiver is seeking the Court's approval of the Loyal APA and the Loyal Option Agreement.

#### 6. MUNICIPAL TAX RESERVE

- 6.1 On June 20, 2017, this Court granted an order in the receivership proceedings of Virginia Hills Oil Corp. and Dolomite Energy Inc., Court File No. 1701-02184 (the "**Virginia Hills Order**"), which order provided that the linear portion of municipal tax claims did not form part of a "special lien" on the debtor's property.
- 6.2 On June 12, 2018, the Alberta Court of Appeal heard an appeal of the Virginia Hills Order by certain municipalities (the "**Virginia Hills Appeal**"). The decision of the Alberta Court of Appeal in the Virginia Hills Appeal has not yet been released.
- 6.3 As a result of the pending decision in the Virginia Hills Appeal, the Receiver proposes to create the Municipal Tax Reserve from the proceeds of the Transactions and the Loyal Sale up to the lesser of (i) the total municipal taxes (including linear and non-linear) owing on the properties subject to the Transactions and Loyal Sale; or (ii) the net proceeds of the respective Transactions and Loyal Sale.
- 6.4 The Receiver has engaged a consultant, Altus Group, to review Questfire's 2017 and 2018 property taxes and prepare a breakdown of municipal taxes owing in respect of the Transactions and Loyal Sale.
- 6.5 Attached as **Appendix "D"** is: (i) Questfire's total estimated municipal taxes outstanding in each municipality for 2017 and 2018; (ii) the amount of municipal taxes related to the properties subject to the Transactions and Loyal Sale; and (iii) the amount of the Receiver's proposed reserve for each municipality based on the methodology set out in paragraph 6.3

e) Road Closure Bylaw 1316-19 (Smithens)

Councillor Bev Everts 19/531

Moved that Council give first reading to Road Closure Bylaw 1316-19 being the Bylaw to close that portions of Government road allowance contained within Lot 3, Block 1, Plan \_\_\_\_\_  
 Containing 0.208 Hectares (0.51 acres) more or less  
 Excepting thereout all mines and minerals;

AND THAT the required Public Hearing be scheduled for 1:00 pm, January 13, 2010.

Carried

f) AES Operating Budget

Councillor Bev Everts 19/532

Moved that Council approve a contribution of \$1,500 to Rural Roots Canada Ag Day event and a contribution of \$5,000 to the Foothills Forage and Grazing Association within the 2020 AES operating budget as per the Agricultural Service Board.

Carried

3. Finance

a) Additional Property Tax Write-Off (Lexin and Questfire)

Councillor Terry Yagos 19/533

Moved that Council write off property taxes owing from Lexin Resources Ltd. in the amount of \$92,093.78 and Questfire in the amount of \$4,989.51 through the Tax Rate Stabilization Reserve (6-12-0-735-6735).

Carried

b) Budget 2020

Councillor Terry Yagos 19/534

Moved that the 2020 Operating and Capitol Budget be approved.

Carried

4. Municipal

a) Chief Administrative Officer Report

Councillor Quentin Stevick 19/535

Moved that Council receive for information, the Chief Administrative Officer's report for the period of November 12, 2019 to November 26, 2019.

Carried

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

December 11, 2019 – January 14, 2020

## DISCUSSION :

Dec 11	JHSC – Joint Health and Safety Meeting
Dec 12	Miistakis Workshop for MDP CUPE Special Planning Meeting and Public Hearing
Dec 13	HR- Staff reviews Lock-Out Procedures rollout with Safety Officer Expressions of Interest for Land for BM W/WW closed. (Beaver Mines Water) Special Council Meeting – Land Selection
Dec 16	Vacation begins
Jan 07	Senior Mgmt Team Meeting PW Meeting – Standby BM W/WW land negotiations
Jan 08	JHSC – Joint Health and Safety Meeting Meeting with MLA Roger Reid and other Municipalities regarding Policing and new Provincially Mandated Funding Formula
Jan 09	HR - PW Superintendent and PW Organizational Review HR- followup on PW Standby Council Package Prep Day Avail pre-audit meeting
Jan 10	PW Safety Meeting and Fresh Start Orientation
Jan 13	Council and Committee Meetings

## Upcoming Meetings

Jan 15	Police Advisory Meeting
Jan 17	Foothills Little Bow
Jan 20	ICF with the Town - meeting is in Cowley at St Joseph's
Jan 21	Airport Committee Meeting

## Points of Interest

## RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of December 11, 2019 to January 14, 2020.

Prepared by: Troy MacCulloch, CAO



Date: January 09, 2020

Respectfully presented to: Council

Date: January 14, 2020

## Recommendation to Council

<b>TITLE: APPOINTMENT OF COUNCILLOR TO JOINT HEALTH AND SAFETY COMMITTEE</b>		
<b>PREPARED BY: JESSICA MCCLELLAND</b>	<b>DATE: January 8, 2020</b>	
<b>DEPARTMENT: ADMINISTRATION</b>		
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS: None</b>
<b>APPROVALS:</b>		
_____	_____	 _____
<b>Department Director</b>	<b>Date</b>	<b>CAO</b> <b>09 Jan. 2020</b> <b>Date</b>

**RECOMMENDATION:**

**That Council appoint both a Council member, and alternate, to sit as a member on the Joint Health and Safety Committee.**

**BACKGROUND:**

A joint health and safety committee (JHSC) is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives from Public Works, Administration, and Agricultural and Environmental Services who meet on a monthly basis to deal with health and safety issues. The advantage of a joint committee is that the in-depth practical knowledge of specific tasks (labour) is brought together with the larger overview of company policies, and procedures (management). Another significant benefit is the enhancement of cooperation among all parts of the work force toward solving health and safety problems.

Alberta Municipal Health and Safety Association as our Partner in Injury reduction for our Certificate of Recognition, considers members of Council as part of the employee group when they are included within the WCB account. As this is the case, a Council representative would function to represent Council on the committee.

**FINANCIAL IMPLICATIONS:**

Increase in that Councilor's per diem to attend an extra meeting.

**From:** [Troy MacCulloch](#)  
**To:** [Jessica McClelland](#)  
**Subject:** FW: Meeting request with Minister Madu at the 2020 Spring RMA Convention  
**Date:** January 7, 2020 8:06:59 AM  
**Importance:** High

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For council consideration next week – action

Thx

troy

**From:** Livingstone-Macleod <[Livingstone.Macleod@assembly.ab.ca](mailto:Livingstone.Macleod@assembly.ab.ca)>  
**Sent:** December 19, 2019 9:48 AM  
**To:** Livingstone-Macleod <[Livingstone.Macleod@assembly.ab.ca](mailto:Livingstone.Macleod@assembly.ab.ca)>  
**Subject:** Meeting request with Minister Madu at the 2020 Spring RMA Convention  
**Importance:** High

Good Morning,

I am writing regarding a potential opportunity for you to meet with the Honourable Kaycee Madu, Minister of Municipal Affairs at the 2020 Spring Rural Municipalities of Alberta convention and trade show, scheduled from March 16 to 18, 2020 at the Edmonton Convention Centre.

If you are planning to attend the convention and want to meet with the Minister, please submit your meeting request to Heather Goralski, Stakeholder Relations Analyst, Municipal Affairs, at [MA.MSLEngagementGroup@gov.ab.ca](mailto:MA.MSLEngagementGroup@gov.ab.ca), on or before **Friday, January 17<sup>th</sup>, 2020**. Please copy our office your request.

In your email, we ask that you include two to three specific policy items or issues you would like to discuss with the Minister, as well, an estimate of how many people will be attending the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, they will not be able to consider requests that arrive past January 17 or honor requests that do not specifically include agenda items for discussion, including a brief description of each item.

If you choose to submit a meeting request, you will be notified two to three weeks prior to the convention as to the status of your request.

Should you have any questions, please contact our office.

Kind Regards,

Jody Maull  
Constituency Manager for  
Livingstone-Macleod  
618 Centre Street SE  
High River, AB  
Canada T1V 1E9  
(Office) 825.212.2000  
[livingstone.macleod@assembly.ab.ca](mailto:livingstone.macleod@assembly.ab.ca)

Satellite Office  
P.O. Box 3353  
Bay 12 Ranchland Mall  
1300 Hewetson Ave.  
Pincher Creek, AB  
Canada T0K 1W0  
(Office) 403.904.8110

**From:** [Troy MacCulloch](#)  
**To:** [Jessica McClelland](#)  
**Subject:** FW: Community Hall Floor Quote  
**Date:** January 7, 2020 8:01:47 AM  
**Attachments:**

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For council consideration next week – a letter of support only

Thanks

troy

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**From:** grants@pccdi.ca <grants@pccdi.ca>  
**Sent:** December 19, 2019 4:00 PM  
**To:** 'Marie Everts' <economic@pinchercreek.ca>; Sam @ MDP <sam@mountaindrift.ca>; Troy MacCulloch <CAO@mdpincercreek.ab.ca>  
**Subject:** FW: Community Hall Floor Quote

Good afternoon

The Community Hall Board Association are applying for a CFEP for the January 15 deadline and are looking for letters of support.

Their application is for flooring – I have attached the quotations so you know what we are applying for.

Please address them to:

Mike Killoran  
Pincher Creek Community Hall  
Box 1178  
Pincher Creek, AB  
T0K 1W0

Please let me know if you need any assistance in writing the letter. Hoping to hear from you soon.

In the meantime – Merry Christmas!

Liza Dawber  
Grants Specialist  
SASCI  
403-682-7421  
[SASCI](#)

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**From:** [Gordon Petersen](#)  
**To:** [Brian Hammond](#); [Bev Everts](#); [Troy MacCulloch](#); [Roland Milligan](#); [Jessica McClelland](#)  
**Cc:** [Andrea Hlady](#); [Andy Hurly](#); [Connie Simmons](#); [Katie Morrison](#); [Grace Wark](#); [Dave Mayhood](#)  
**Subject:** For Action—Castle Parks  
**Date:** December 17, 2019 11:25:45 AM

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MD Council  
 Municipal District of Pincher Creek No. 9  
 Box 279  
 1037 Herron Avenue  
 Pincher Creek, AB  
 T0K 1W0

MD Council,

I am requesting that the MD take a strong position against the return of OHVs to the Castle Parks.

Some background. Motorized users were unhappy with the formation of the Castle Parks and they've heavily lobbied Minister Nixon to try to get motorized recreation back into the Castle. The Livingstone—Porcupine Hills Recreation Advisory Group (LPH RAG), of which the MD is a member, was formed under the previous government to look at (primarily motorized) recreation in the Livingstone and Porcupine Hills Public Land Use Zones. The LPH RAG was created to advise on a multi-use landscape with an entirely different management intent than the Castle Parks. The LPH RAG's Terms of Reference refer only to the Livingstone and Porcupine Hills. Still, Minister Nixon has directed the LPH RAG to look at the possibility of returning OHV use to the Castle.

The LPH RAG is heavily weighted with motorized users but also includes Spray Lake Sawmills and Riversdale Resources. In other words, Castle Parks policy is now being discussed and recommended upon by both motorized users and heavy industry. Groups that do have an interest in the Castle—including the Pincher Creek Stock Association, Castle Mountain Resort (CMR), the University of Lethbridge, Fisheries and Oceans Canada (Bull Trout and Westslope Cutthroat Trout), Trout Unlimited, etc—have, to my knowledge, not been included or informed. (I've specifically asked that these groups and organizations, as well as others, be included in any deliberations that involve the Castle Parks.)

At the October 24 LPH RAG teleconference there was discussion of:

- The idea to expand the scope of the advisory group to include the Castle Parks. That is, to consider trail systems in the entire Livingstone – Porcupine Hills – Castle region.
- How should motorized recreation trails be considered in the Castle Parks to support a regional trail system?
- With the group mandate being updated, are there other topics that should be considered in scope for providing advice?

I had not been involved with the LPH RAG but was invited to attend the group's Nov 26 meeting as a rep for the Castle-Crown Wilderness Coalition. Despite ADM of the Lands Division Lisa Sadownik's cautions that returning OHVs to the Castle is not a done deal, the group is clearly focused on doing just that. Some in the group would like to reopen the entire Castle to motorized use.

The public has already been consulted on the Castle Management Plan during “the largest public consultation effort ever conducted by Alberta Parks”. The public made it very clear in the Castle Consultation that it expects motorized recreation to be phased out per the Castle Management Plan. (I can send a copy of the Castle Management Plan consultation results if you’re interested.)

The return of OHVs to the Castle would have a negative impact on the land, watersheds, fish, and wildlife in the Castle, and on tourism in the MD. Since the establishment of the Castle Parks, the Castle has been recovering from the past excesses, and people are rediscovering and returning to the Castle. We’re seeing new and renewed interest in the Parks, and a shift to recreational activities like hiking, kayaking, mountain biking, etc.

As part of the SW Alberta tourism strategy, I understand that CMR worked with the previous government to make CMR the “central hub” or gateway to the Castle Parks. This strategy could make sense as long as the Castle Parks are managed as protected areas. It’s hard to see how a return to the “bad old days” in the Castle would be beneficial to southwestern tourism. For one thing, all the “quiet” recreationists I’ve mentioned would once again be driven from the Castle.

The next meeting of the LPH RAG is planned for late January or early February. It’s my expectation that at that meeting the group will decide to recommend that OHVs be returned to the Castle. I’m requesting that the MD contact the Minister and planning team (Brad Jones, [brad.jones@gov.ab.ca](mailto:brad.jones@gov.ab.ca)) to let them know that the MD does not support any return of OHVs to the Castle Parks.

Sincerely,

Gordon Petersen  
Beaver Mines



**From:** [Andrea Hlady](#)  
**To:** [Bev Everts](#); [Quentin Stevick](#); [Rick Lemire](#); [Brian Hammond](#); [Terry Yagos](#)  
**Cc:** [Troy MacCulloch](#); [Roland Milligan](#); [Jessica McClelland](#)  
**Subject:** Support Requested: Castle Parks  
**Date:** December 19, 2019 3:21:49 PM

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MD Council  
Municipal District of Pincher Creek No. 9  
Box 279  
1037 Herron Avenue  
Pincher Creek, AB  
T0K 1W0

Dear Councillors,

Thank you for your service to our community.

I am writing to request that the MD of Pincher Creek support the complete implementation of the Castle Management Plan. This plan was created with the input of thousands of people wanting to ensure the Castle area is protected and viable and a place for all Albertans to enjoy. A specific piece of this plan is the phase-out of motorized use in the Castle Provincial and Castle Wildland Parks.

The current government under the direction of Minister Nixon is considering reopening the discussion on how the parks should be managed. The return of motorized use to the area will undo all the gains we have seen as a community. Hillsides, valleys, watersheds and animals are enjoying a reprieve from disruptive actions and abusive behaviours of the past. People are coming to the area from other parts of the region and country. Locals are now feeling secure and safe to once again enjoy their immediate backyard.

There are numerous gains that a truly wild area affords us; conservation, culture, economics, health and education are all enhanced when we engage with a quiet and peaceful intent. Ensuring the well-developed Castle Management Plan remains on course is paramount to all of us.

I'd like to request the MD contact Minister Nixon ([aep.minister@gov.ab.ca](mailto:aep.minister@gov.ab.ca)) and Mr. Roger Reid, MLA Livingstone Macleod ([livingstone.macleod@assembly.ab.ca](mailto:livingstone.macleod@assembly.ab.ca)) to express support for a complete implementation of the Castle Management Plan.

Sincerely,

Andrea Hlady



# EMERGING TRENDS IN MUNICIPAL LAW

**Calgary**

February 6, 2020

Best Western Premier Calgary  
Plaza Hotel & Conference Centre

**Edmonton**

February 13, 2020

Edmonton Expo Centre

**The latest trends to keep building strong  
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**Topics include:**

- Harassment Liability for Employers in the #Metoo Era
- Judicial Reviews: Insulating, Mitigating, and Successfully Litigating
- Council Code of Conduct in Practice
- Environmental Compliance: Responding to Inspections and Investigations
- Year in Review: Recent Cases and Legislative Amendments Impacting Municipalities

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Click **HERE** to Register  
for **EDMONTON** event

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### **Topics include:**

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- Council Code of Conduct in Practice
- Judicial Reviews: Insulating, Mitigating, Successfully Litigating
- Environmental Compliance: Responding to Inspections and Investigations
- Year in Review: Recent Cases and Legislative Amendments Impacting Municipalities

### **Registration \$180 + GST per person**

#### **Calgary:**

Emerging Trends in Municipal Law

**Date:** Thursday, February 6, 2020

**Time:** 8:00am-5:00pm

**Location:** The Best Western Premier Calgary Plaza Hotel

**Address:** 1316 33 Street NE

→ [Register here: YYC](#)

#### **Edmonton:**

Emerging Trends in Municipal Law

**Date:** Thursday, February 13, 2020

**Time:** 8:00am-5:00pm

**Location:** Edmonton Expo Centre

**Address:** 7515 118 Ave NW

→ [Register Here: YEG](#)

Discounted room rates are available at the Sutton Place Hotel from \$144 a night. Only available until January 29, 2020. Call 1.866.378.8866 or [click here](#) to book.

*\*Emerging Trends is proud to be going green! We recommend you use the conference materials which will be available online closer to the date. Please note, we will not have any printed materials on-site.*

Event is by Invitation Only.

We hope you can make it!

Cheers,

Brownlee LLP

Dear Mayors, Reeves and Councillors,

Season's greetings! And all my best for the New Year.

As we enter the holiday season, I wanted to take a moment to reflect on the year that has passed.

Municipalities have had a tough deal since the UCP Government won the election in April. Large cities and other municipalities faced severe funding cuts in the recent Budget, and these will only escalate when the Local Government Fiscal Framework (LGFF) Act comes into effect. In addition, small municipalities will now bear a portion of the policing costs that were previously funded by the Provincial Government, likely forcing many of you to increase property taxes or reduce local services as a result.

There are differing views on these issues, but no matter where you stand, there is no excuse for the lack of consultation by this UCP Government. When I had the opportunity to question Minister Madu during provincial estimates, he admitted that there had been no consultation on the LGFF, and he could not provide an analysis of the economic impact on GDP growth or jobs that results from decreases in capital grants. I also asked why he and the UCP Government are attempting to interfere in municipal business and cast aspersions on elected municipal officials in the press. Unfortunately, he continues this disappointing practice.

I'll be touring the Province in the New Year, and I would be grateful for the opportunity to discuss these, or any other issues, with you in person. In the meantime, please don't hesitate to reach out to me or to my office if I can be of assistance.

Sincerely,  
Joe Ceci, MLA  
Critic for Municipal Affairs  
Private line: 403-990-4202

Hlg

1037 Herron Ave.  
PO Box 279  
Pincher Creek, AB  
T0K 1W0  
p. 403.627.3130  
f. 403.627.5070

[info@mdpincercreek.ab.ca](mailto:info@mdpincercreek.ab.ca)  
[www.mdpincercreek.ab.ca](http://www.mdpincercreek.ab.ca)



December 11, 2019

Pincher Creek Emergency Services Commission

**RE: Funding Formula Review and Interim Funding request**

Attn: Chief David Cox

Dear Chief Cox,

In response to your letter dated December 02, 2019, the Council for the MD of Pincher Creek No. 9 passed the following resolution yesterday at their regular Council meeting :

...Deputy Lemire Moved that Administration is directed to respond to the letter dated Dec 02, 2019 from Chief Dave Cox of the Pincher Creek Emergency Services in the following manner:

In regards to Item 1 of your letter, our Council agrees with the motion made at the Nov 28, 2019 meeting of the PCEC, that the number of parcels and equalized assessment be removed from the funding formula and further that the remaining two items, the number of calls and population count, be based on a rolling 5 year average.

In regards to Item 2 of your letter, we also agree to accept changes to the funding formula and any actuals resulting from this, will be retroactive to Jan 01, 2020.

Thirdly, and further to Item 1, we ask that you organize a joint meeting of the full membership of the Commission (both councils) in early January to finalize the funding formula for 2020.

We appreciate your efforts on this and look forward to finalizing this review early in January. It is our hope this annual review becomes a more scheduled event within a timeframe that is more conducive to your budgetary requirements with the membership of the Commission.

Respectfully,

Troy A. MacCulloch  
CAO, MD of Pincher Creek



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



December 11, 2019

Pincher Creek Emergency Services Commission  
P.O. Box 1086  
Pincher Creek, Alberta.  
TOK 1W0  
Att'n. Chief Dave Cox

Dear Dave,

2020 Budget/proposed funding formula revisions

As per your letter of December 2, 2019 relative to the 2020 PCESC budget and Reeve Hammond's resolution for the funding formula revisions, Town Council passed the following motion:


That Council for the Town of Pincher Creek defer the amendment to the funding formula of the Membership Agreement for the Pincher Creek Emergency Services Commission until the first Joint special Council meeting in March 2020 for discussion, cd.

At this time, Town Council has not made a decision regarding any funding formula changes being retroactive to January 2020.

Town Council felt it would be beneficial to have a discussion with the complete membership participation.

We look forward to meeting about this important partnership in the new year.

Yours truly,

  
Laurie Wilgosh – CAO  
Town of Pincher Creek



Agenda Item: 4.0 c.

## REQUEST FOR DECISION REGULAR MEETING - December 19, 2019

**SUBJECT:** Funding Formula Review

**BACKGROUND:** In reponse to Director Hammond's resolution at the November 28, 2019 Regular Meeting, both the M.D. of Pincher Creek and the Town of Pincher Creek have responded in letter to the Commission outlining their stance on the proposed funding

**FINANCIAL IMPACT:** N/A

**ATTACHMENTS:** N/A

**RECOMMENDATION:** That the Board moves to accept the presented letters as information and follow up with the review following the first Joint Special Council Meeting in March 2020.

**PREPARED BY:** Lori Schill, Administration

**Date:** December 19, 2019

**APPROVED BY:** Dave Cox, Chief

**Date:** December 19, 2019

**SUBMITTED TO:** PCEC Board

**Date:** December 19, 2019

All items must be approved by the Chief. The Chief is 100% accountable for all items presented to the Board.

December 18, 2019

**Re: Notification of Alberta Health Services Emergency Medical Services (AHS EMS) Helicopter Air Ambulance Review**

I am pleased to share with you that Alberta Health Services (AHS) has initiated a full review of Alberta's Helicopter Emergency Medical Service (HEMS) program with the aim to more clearly define the role of HEMS providers, unify practices and procedures across the province, and determine the most effective funding model to ensure that we are providing the best care possible for Albertans.

The review commenced on November 22, 2019, and we anticipate it will take six to nine months to complete. As different helicopter EMS providers have developed at different times across the province, oversight and structure of each HEMS provider has also evolved differently. A consistent structure, operating guidelines, and funding for all HEMS providers across the province will benefit all Albertans.

AHS EMS will conduct the review with oversight by a panel of subject matter experts from across Canada to ensure application of industry best practices. During the review, AHS EMS will maintain current Helicopter EMS operations and continue to fund providers within our established budget allotments and processes.

As we review these services, we are seeking your feedback to ensure that the needs of all Albertans are considered and included in the review. To that end, we invite you to visit our [HEMS Review page on Together4Health](#), which is AHS' online engagement platform where Albertans can have their say on various health topics. We would encourage you to visit and provide your thoughts. You can register for the page to receive ongoing updates and stay informed as the review progresses.

AHS is endeavoring to advise and offer engagement opportunities to all provincial stakeholders. Please feel free to share this communication with anyone you feel should be included. Should you have any questions or if you would like more information, you can contact us directly via Together4Health, or contact Gordon Bates, Associate Executive Director of EMS Provincial Air Ambulance ([Gordon.Bates@ahs.ca](mailto:Gordon.Bates@ahs.ca)).

Thank you for your consideration, and we look forward to hearing from your community on this important initiative.

Sincerely,



Darren Sandbeck M.A., ACP (R)  
Senior Provincial Director & Chief Paramedic  
Alberta Health Services



**From:** [Troy MacCulloch](#)  
**To:** [Jessica McClelland](#)  
**Subject:** FW: Change to Meeting Date & Time; Highway 3 Twinning Development Association  
**Date:** January 7, 2020 8:05:02 AM  
**Attachments:** [HIGHWAY 3 minutes - Dec 6 2019.pdf](#)  
[image001.png](#)

---

For council consideration next week - info

---

**From:** Victoria Chester <admin@twin3.ca>  
**Sent:** December 19, 2019 1:21 PM  
**To:** Victoria Chester <admin@twin3.ca>  
**Subject:** Change to Meeting Date & Time; Highway 3 Twinning Development Association

Members,

At the December Board meeting (minutes attached) a change in 2020 meeting dates and time was approved as follows:

**10:00 am February 7th** - Lethbridge City Hall; Culver Room

April 3rd - AGM (start time and location TBD)

10:00 am June 5th - Taber (same location as Mayors & Reeves)

10:00 am September 4th - Lethbridge City Hall; Culver Room

10:00 am November 6th - Lethbridge City Hall; Culver Room

*Please be advised the previously scheduled January 10th meeting is cancelled.*

*HAPPY HOLIDAYS to all,*

Victoria Chester  
Director of Advancement  
Highway 3 Twinning Development Association  
403-929-3593  
[admin@twin3.ca](mailto:admin@twin3.ca)  
[www.twin3.ca](http://www.twin3.ca)



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# HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION

## Board Meeting Minutes

December 6, 2019

Culver Room - Lethbridge City Hall, Lethbridge, AB

**In attendance:**

Bill Chapman	Coaldale (President)	Brent Feyter	Fort Macleod (V.P.)
Jack Brewin	Taber (Treasurer)	Peter Casurella	SouthGrow
Blair Painter	Crowsnest Pass	Bev Thornton	Alberta South West
Don Anderberg	Town of Pincher Creek	Jim Turner	City of Medicine Hat
Shane Hok	Cypress County	Steven Wikkerink	County of Forty Mile
Ken Benson	Lethbridge County	Merrill Harris	MD of Taber
Trevor Currie	Gateway Carriers	Darren Davidson	S. AB Transportation
Victoria Chester	H3TDA Dir of Advancement	Marie Logan	Horizon School District

Colleen Valin for MP Glen Motz

Alandra Corrigan for MP Rachel Harder

**Chair**

Bill Chapman H3TDA President

**Recorder**

Victoria Chester H3TDA Director of Advancement

**1. Call to order**

Meeting called to order at 10:36 am

**2. Introductions**

Introductions were made and welcome to new members

**3. Approval of the Agenda**

**MOTION: Blair Painter**

*Approved as amended, removing Piikani Nation presentation and addition of item 7.6 & 8.1. CARRIED*

**4. Approval of Minutes – October 4, 2019**

**MOTION: Shane Hok**

*To approve the minutes of the October 4<sup>th</sup> meeting of the H3TDA board as provided. CARRIED*

**5. Business Arising from the Minutes**

5.1 Meeting with Piikani Nation CEO Byron Jackson, and presentation to Chief Grier & Council; Both parties glad communication occurring and information shared. Nation does not want to be last, and has an interest to be contacted by GOA to start consultation process.

**MOTION for information: Steven Wikkerink CARRIED**

5.2 Letter to Minister of Indigenous Relations was tabled due to scheduled meetings with Piikani Nation. Revise letter to include request for GOA to start protocols and fund Feasibility Study. Address to Minister Ric McIver with cc to MP & MLA's for the area, including Minister of Indigenous Relations. Provide to Piikani Nation for comment before sending and ask if Piikani would like to provide additional letter to support interest in consultation.

**MOTION to revise letter: Don Anderberg CARRIED**

5.3 Letters to all Adjacent Municipalities requesting consideration for 2020 H3TDA membership fee be included in budgets and twinning Hwy 3 included in ICFs emailed to CEO/CAO's and cc'd to most Board members. No letter to City of Lethbridge and City of Medicine Hat, who paid membership in late summer – so renewal will be summer 2020 with potential presentations to Council for request.

## 6. Reports

### 6.1 **Alberta Transportation Report:** Darren Davidson;

- a. Two studies in Taber & are complete
- b. RMA several meetings with Minister Ric McIver included twinning Hwy 3
- c. H3TDA may want to reconfirm priorities to Minister McIver
- d. Piikani Nation study; there are limited funds in addition to other issues which might delay the start of the study
- e. Recent Coalhurst collision @ Hwy 3; accidents have declined significantly at intersection since turnouts installed, media may have miss-quoted
- f. Programs for the next 3 years in AB budget includes Crowsnest Pass, Rock Creek underpass, and Hwy 1 overpass. Money for Hwy 3 is unknown, could happen – Hwy 3 twinning is on the regional priority list
- g. Centre access in Blairmore almost open
- h. Maintenance budget is strained, Minister is clear there will be a reduced summer maintenance program. Overlays are expected on Hwy 3
- i. Hwy 1 construction consultation with BC counterpart (Kicking Horse project);
  - No construction planned until next fall-winter, in procurement stage now
  - website has information on closures & detours in place, provide Blair with website link
  - potential closures planned for non-peak times and evenings
  - Darren will keep H3TDA informed once contractors are selected

H3TDA messaging, reflective of current priorities, was provided to Minister McIver. Unknown why he questions our priorities, but H3TDA plans to release in Spring 2020 an updated (likely the same) message for budget consideration.

### 6.2 **MLA Report:** None

### 6.3 **MP Report:** Colleen (for MP Glen Motz) & Alandra (for MP Rachel Harder)

- a. MP Glen Motz is extremely interested in the work of H3TDA and very hopeful among the GOA priorities will be the twinning of Highway 3 between Taber & Medicine Hat, and Crowsnest Pass.
- b. MP Harder representative attending H3TDA meetings to keep a pulse on what is going on and provide support as needed. We [UCP] are going into a minority government situation and schedule could make it difficult for attendance at Board meetings. Mark Garneau remains Transportation Minister.

Congrats to Glen on his appointment as Shadow Minister.

Plan meeting with all 4 MP's and H3TDA Executive. Colleen can provide schedule. Alandra is supportive of meeting. Thank you letters of Congratulations prepared for our MPs late November will be included with Christmas card and ask for support of Transportation 2030, or any funding models available to provide funding for transportation corridors, such as Hwy 3, to get our products to market.

### 6.4 **Presidents Report:** Bill Chapman;

- Presidents Reception at the U of L conversations RE Highway 3, and interest in twinning highway PDQ.
- Executive has been meeting regularly doing most of the operations/heavy lifting and direction is to space Board meetings to bring forward those bigger picture items for everyone to consider and adopt.
- Following the recent budget announcement H3TDA issued a Media release and gave interviews regarding the lack of funding and pressing the GOA for consideration for the Spring 2020 budget.
- Attendance at AB Motor Transportation Association (AMTA) meetings has been helpful to coordinate with the trucking industry, who suffer significant impacts regarding Hwy 3 twinning and are an important of economic development. AMTA is in support of a reciprocal agreement and will be providing a media announcement placing Hwy 3 Twinning as a top 5 priority for their association.

#### **MOTION: Brent Feyter**

*To accept the President's report as presented.*

**CARRIED**

### 6.5 **Administrators Report:** Victoria Chester; Written report provided

- Oct/Nov met with 10 stakeholders, connected with Government while attending EDA dinner in Edmonton and Chamber meeting with Minister of Treasury. Executive meetings Oct 22<sup>nd</sup> & Nov 25<sup>th</sup>.
- Lethbridge College coordination for H3TDA logo/branding and selection by Executive. Thank you gift provided to students and student with winning Logo.
- Registration for AB Lobbyist completed, Victoria registered as a representative of H3TDA.

- Media release on Nov 25<sup>th</sup> in support of a Dedicated Program to twin Hwy 3.
- 200 Christmas cards ordered and prepared for mailing, 125 are Industry partners.
- Q4 work-plan update provided, substantial completion of planned tasks.

**MOTION: Merrill Harris**

*To accept the Administrator's report as presented.*

**CARRIED**

6.6 **Finance Report:** Jack Brewin;  
\$42,965 current balance.

**MOTION: Jack Brewin**

*To accept the financial report as presented.*

**CARRIED**

6.7 **Team Lethbridge Report:** Trevor Lewington: Written Report provided in his absence;  
-November 6<sup>th</sup> Minister of Transportation received a double dose of conversations regarding the twinning of Hwy 3. Key message included regional transportation solutions for Seniors, supporting H3TDA in priority areas, and inability to complete the entire corridor due to budget restraints – so important H3TDA is clear on priorities. Some discussion on Highway 3 bridge in Lethbridge and other projects to remedy some of the identified safety concerns with no commitments on timing or funds.

-Suggestion to H3TDA that Executive draft a letter to Minister of Transportation detailing priorities and sequence of events recommended by the Association.

Discussion; Why Minister McIver is unclear on priorities and sequence since recent H3TDA message is clear? Several Ministers have also received H3TDA message. Is Minister McIver asking for such specifics as a map showing each section and priority? Likely municipalities just need to voice the same message and it is H3TDA job to ensure our members understand the message. We will have an updated letter/message prior to Spring budget. Minister has a lot of meetings with a lot of discussions, easy to be unclear. Darren working on updated plan from his department which is very detailed and includes priorities. Prior priorities list was the priority for Functional Studies, not twinning. Can GOA change their ranking priorities from geographical area to stages of construction bites off smaller chunks of funding? No – tied to total project (similar to 'draw' on funding plan). Proposal to request meeting with Minister McIver instead of writing letter.

**MOTION: Jack Brewin**

*To accept the report as provided, table suggestion for letter & arrange meeting with Minister McIver*

**CARRIED**

6.8 **RMA Report:** Merrill Harris;  
Nov 13<sup>th</sup> meeting with Minister McIver advocating for Hwy 3 twinning as a priority. An important corridor for goods all the way to the coast. New processors coming and Municipal District of Taber sees increasing truck traffic and fatalities. Discussion; Foremost will be staging yard for several wind turbine companies coming in by rail and shipped West by truck. Minister McIver brought up passing lanes, which is not the message of H3TDA and is considered less cost effective, inferior ROI, and a last resort. Reiterate; Passing Lanes *are not* currently supported by the Association.

**MOTION: Steve Wikkerink**

*To accept the report as presented.*

**CARRIED**

**7. New Business**

7.1 New Members for Oct/Nov  
Approved by Executive - for Ratification  
Crowsnest Pass Chamber  
Pincher Creek Chamber  
Fort MacLeod Chamber

For Board approval (recently received)  
Alberta Motor Transportation Association (AMTA)  
Taber Chamber  
Gateway Carriers

**MOTION: Merrill Harris**

*To approve 6 new members as provided.*

**CARRIED**

7.2 New Logos for H3TDA, as provided at meeting (revised from package)  
Lethbridge College students provided presentation to the Executive with 9 options, the Executive selected one Logo with dual use with "TWIN3" and "H3TDA" in banner. Student will also provide business card and letterhead template.

**MOTION: Blair Painter**

*To approve new H3TDA Logo as recommended*

**CARRIED**

7.3 Provincial Budget Discussion - TABLED due to time

7.4 New Stakeholder Reciprocal Agreement, as provided, for approval  
Template provided can be altered to be more specific to each stakeholder.

**MOTION: Brent Feyter**

*To approve Stakeholder Reciprocal Agreement Template as provided*

**CARRIED**

7.5 Board Meeting frequency change in 2020; proposed as Feb/April-AGM/June/Sept/Nov. Executive will continue to meet monthly to manage operations. No concern by the Board that they are not engaged or left out. Board asked to email DoA if topic comes up between meetings.

Suggestion to move Board meeting start time to 10am, if shifting to less frequent meetings, to ensure we are on-time.

**MOTION: Brent Feyter**

*To approve 2020 Board Meeting date as proposed, and revise start time to 10am*

**CARRIED**

7.6 B.C. Highway 3 Association regional meeting was attended by Don Anderberg. Sparwood Mayor David Wilks is the Chair. B.C. Hwy 3 Association meets directly with BC Premier to prioritize projects. Suggestion H3TDA contact Mayor Wilks and plan to attend their bi-annual meetings, to work from both sides.

**MOTION: Don Anderberg**

*To contact Mayor Wilks to investigate options for collaboration*

**CARRIED**

## **8. New Information Items**

8.1 -Blair Painter reported that AB Transportation made a presentation to Crowsnest Pass Council along with ISL Engineering and subsequently Council has accepted approval of the Functional Planning Study.

-Anticipation of 129<sup>th</sup> street traffic light working soon

-Rock Creek Wildlife Mitigation project AB Transportation mentioned has the support of Crowsnest Pass, however minimal word of wildlife injuries recently. Wildlife did something that may have helped, and AB Environment made some changes as well (camping area has been blocked off to allow room for wildlife).

## **9. Next Meeting – Friday, February 7th at 10:00 am – Culver City Room, Lethbridge City Hall**

**10. Adjournment:** 12:25pm

**MOTION: Shane Hok**

*That the meeting be formally adjourned.*

**CARRIED**

**From:** [Beaver Mines Community](#)  
**To:** [Jessica McClelland](#)  
**Cc:** [Bev Everts](#); [Garry Marchuk](#)  
**Subject:** Beaver Mines Park Clean-up Date  
**Date:** December 15, 2019 11:37:18 AM

---

Hi Jessica

At the last BMCA meeting we set Park Clean-up for May 9th. This is the Saturday before the long weekend. I just wanted to make sure this lines up with your schedule for the Beaver Mines MD Pick-up date. (and yes we have lots of time to change if necessary)

Also thanks for the Beaver Mines write-up in the MD letter. Short and sweet!

Thanks  
Rob





**December 20, 2019**

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

**Re: M.D. of Pincher Creek No 9 Assessment and Tax Notices**  
**Roll # 7520.000**  
**Loyal Energy (Canada) Operating Ltd**

---

Dear Sirs:

Thank you for your letter of December 13, 2019.


Please find attached a cheque in the amount of \$49,124.09, payment of the 2019 property taxes, excluding interest and penalties, for Loyal Energy (Canada) Operating Ltd. ("Loyal Energy").

Loyal Energy is paying the taxes to remain compliant but intends to pursue all options available to have the 2019 taxes and all future property taxes reduced. In the continued low commodity price environment, Loyal Energy finds the amount of property taxes payable to municipalities punitive to the profitability of our operations.

We would be pleased to have a representative attend a Council Meeting to present our concerns. Please advise when this could be arranged.

We look forward to working with you in the future for betterment of your community.

Yours sincerely  
**Loyal Energy (Canada) Operating Ltd.**

  
Brad Johnson, VP of Operations



**RECEIVED**

DEC 23 2019

M.D. OF PINCHER CREEK



December 20, 2019

K.J. Cameron Services Industries LTD.  
PO Box 280  
Pincher Creek, Alberta  
T0K 1W0

To whom it may concern:

I am writing to share with you the motion that was carried by Council at the December 9, 2019 meeting pertaining to your request for a time extension for the 2020 Recycling Funding agreement and the 2020 Recycling Operations Agreement between K.J. Cameron Service Industries LTD, The Municipal District of Pincher Creek No. 9 and The Town or Pincher Creek.

The following is the motion that was passed:

**11.2 Extension of the Recycling Agreement – FOIP s. 16**

**KORBETT:**

That Council for the Town of Pincher Creek approve the time extension for the 2020 Recycling Funding Agreement and the 2020 Recycling Operations Agreement between the Town of Pincher Creek, The Municipal District of Pincher Creek No. 9, and K.J. Cameron Services Industries LTD.

**CARRIED 19-691**

If you have any further questions or concerns please contact the Town office.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Roth".

Al Roth  
Director of Operations  
Town of Pincher Creek  
AR/cm

cc: Municipal District of Pincher Creek No. 9



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



Hello MD Pincher Creek,

H2g

My name is Levi and I am a Men's Ice Hockey player here at the University of Providence- Great falls. Located in Great Falls Montana, we currently are the only varsity sanctioned ice hockey program in the state of Montana. Entering just our second season of play, we have risen nationally within the American Collegiate Hockey Association (ACHA) and at the halfway point of our season we hold a 14-2 record and are currently ranked #2 within the western region of the ACHA Division 2 level. Our roster currently holds 26 members and we have players from Alberta Canada, Ontario Canada, Washington, Minnesota, Arizona, Massachusetts, Colorado, Alaska, Montana and Missouri.

While we are so thankful that we have seen success early on in our relatively short tenure as a program, we still have much to accomplish and need your support. We are humbly asking for donations to help us grow as a program and accomplish both our on-ice and off-ice goals.

One of our short-term goals include moving from the ACHA division 2 level to Division 1. We hope to accomplish this in the next 1-2 years. Other aspirations in the short term include purchasing better video software to help train and teach the athletes as well upgrading our video broadcast to help make a better experience for friends and families from afar that wish to follow their favorite players. In addition, donations will help cover some general expenses such as team travel, equipment etc, as well as helping us grow our recruiting network to continue to attract high quality student-athletes.

In addition to helping improve on ice amenities, your donations will support an experience that inevitably is about developing young men into future roles as leaders, husbands, fathers and mentors in our society. As a small Christian school we are devoted to overall, well-rounded, character development that is focused beyond how these young men will perform on the ice. Among our current class are several aspiring doctors, lawyers, teachers, business professionals and more and it has been a pleasure to play with them.

We could not do any of this without your support and are so thankful for the contributions that you give to the program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Levi Anderson'.

Levi Anderson

**RECEIVED**

DEC 18 2019

M.D. OF PINCHER CREEK



# ARGO MEN'S HOCKEY



## University of Providence Men's Hockey Donation Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Name of Player that contacted you: \_\_\_\_\_

Pledge Amount (Please Circle One):

\$25

\$50

\$100

Other: \_\_\_\_\_

Please make check out to "UP Men's Hockey" and mail to:

University of Providence  
Attn: Men's Hockey  
1301 20<sup>th</sup> Street South  
Great Falls, MT 59405

Please direct any questions to Head Coach Jeff Heibel,  
jeffrey.heibel@uprovidence.edu or (406) 791-5935.

All donations are tax deductible and go directly to UP Men's Hockey.

Thank you for your support of UP Men's hockey, we really appreciate it!

RECEIVED

DEC 16 2019

M.D. OF PINCHER CREEK

H2h



Reeve Brian Hammond  
PO Box 279  
1037 Herron Ave  
Pincher Creek, AB T0K 1W0

Wednesday, December 11, 2019

Dear Reeve Hammond and Council,

The holidays are nearly upon us! We are happy to share with you our Fall-Winter Newsletter, which outlines what we have been up to at the Community Foundation over the past few months. The newsletter also contains a list of the grants recently awarded at our last Grants Celebration of the year. Thanks to the generosity of our donors, the Community Foundation supported Southwestern Alberta with over \$780,000 in grants in 2019. As always, I am grateful to our donors for their support of the community through our work.

I am excited to announce that the Community Foundation of Lethbridge and Southwestern Alberta, in partnership with the Community Foundation of Southeastern Alberta, has been selected as a regional partner for the Community Foundations of Canada's Investment Readiness Program, which is scheduled to launch early in the new year. This new program will offer non-repayable capital to eligible social purpose organizations in Southern Alberta. Details are included in your newsletter, with full details being available on our website in early January when we officially launch the program.

I hope you will be able to join us at the 2020 Friends of the Foundation Dinner, which will take place on Thursday, March 19 at the Coast Hotel & Conference Centre in Lethbridge. The keynote speakers will be Bernadine and Toby Boulet, who will talk about their son, Logan, and how they plan to continue his legacy by giving back to the community through the Logan Boulet Fund at the Community Foundation. Tickets will be available for purchase in January.

On behalf of everyone at the Community Foundation, I wish you the best of the season!

Best wishes,

A handwritten signature in black ink, appearing to read 'Charleen Davidson'. The signature is fluid and cursive.

Charleen Davidson  
Executive Director



## COMMUNITY MATTERS

Fall · Winter 2019

Communities *flourish* through generosity.

### Investment Readiness Program

The Community Foundation is proud to announce that it has been selected as a Regional Partner in Community Foundations of Canada's Investment Readiness Program (IRP). The IRP is a national initiative led by the Community Foundations of Canada (CFC) and funded by the Government of Canada that will provide \$18.5 million across Canada to seed and grow social enterprise.

Earlier this summer, the Government of Canada launched the IRP to help social purpose organizations, including charities, non-profits, social enterprises, for-profits with a social purpose, and co-operatives, build their capacity to accept investment and participate in Canada's growing social finance market. The IRP will provide successful applicants with non-repayable capital to design, plan, measure, and scale social enterprises in order to get ready to accept investment.

Regional Partners were selected through an application process to the CFC earlier this year, with the Community Foundation of Lethbridge and Southwestern Alberta partnering with the Community Foundation of Southeastern Alberta to bring this program to the province's south. Rather than join the provincial consortium, CFLSA Executive Director Charleen Davidson immediately identified this as an opportunity to bring the program to Southern Alberta, so that the community foundations can continue to serve their respective communities directly, while increasing their own internal capacity.



We the South: Community Foundation Executive Director Charleen Davidson with Chris Christie, Executive Director of the Community Foundation of Southeastern Alberta.

Other members of the local consortium are: Community Futures Lethbridge Region and Entre-Corp; Economic Development Lethbridge; Lethbridge College, the Centre for Applied Research, Innovation and Entrepreneurship; Lethbridge Indigenous Sharing Network; Regional Innovation Network of Southern Alberta (RINSA) and Alberta Innovates; University of Lethbridge, Agility Program; Medicine Hat College Business Development Office; Medicine Hat & District Chamber of Commerce; and

Sandfly Marketing Inc.

The CFC is one of five organizations funded by the Government of Canada to ensure social purpose organizations are prepared to access to this new funding. The other four are the Canadian Women's Foundation, Chantier de l'économie sociale, the National Aboriginal Capital Corporations Association, and the National Association of Friendship Centres.

Applications to the IRP will be accepted beginning January 8, 2020, and can be submitted by for-profit or charitable social purpose organizations based in Southern Alberta. The deadline to apply for funding is February 10, 2020. Please contact the Community Foundation office for more information on funding criteria and how to apply.

**Canada**  **The Investment Readiness Program is funded by the Government of Canada.**

# EXECUTIVE DIRECTOR'S MESSAGE



**Charleen Davidson**

Welcome to the Fall and Winter edition of our newsletter. As I write this, I watch the snow fall, and my thoughts turn to the holiday season. As the year winds down I think of the many adventures we've had these past months.

In June, I joined our President, Randall Baker, and our Researcher, Rob Dowell, in Victoria, B.C. for Community Foundations of Canada's biennial conference. This

year's conference theme was "All In," which explored the many ways that community foundations can help address challenges that affect all Canadians. While the conference featured sessions with many innovative thinkers, each exploring a different element of community philanthropy, my personal favourite was Edgar Villanueva, author of the book *Decolonizing Wealth*. Villanueva offers a humbling perspective on the responsibility and opportunity we have as funders, and challenges us to ensure we're inclusive.

Also in June, I attended the groundbreaking ceremony for a Habitat for Humanity home build in Pincher Creek. I had the great pleasure of meeting the two families who received homes in this new duplex, hearing firsthand how grateful they are to become homeowners. We are so proud to support this initiative with a grant from the Henry S. Varley Fund for Rural Life. We wish these families much happiness in their new homes.

During our too-short fall (where did that September snowstorm come from?!), I completed an application

for the Community Foundations of Canada's Investment Readiness Program (IRP), an application I am happy to announce was successful. This initiative will allow us to expand our work by offering support for social enterprise work across Southern Alberta. I thank all of our partners for supporting this initiative—I look forward to working with each of you. For more on the IRP, please see the front page.

In October, we launched our seventh consecutive Vital Signs report, which continues to evolve and grow each year. During the launch, we had two fantastic speakers discuss the impact our grants have on their work. For more on the report, please see page three.

Last month, we had the opportunity to celebrate philanthropy and our local philanthropists. We were proud to be the Presenting Sponsor of the Southern Alberta Chapter of the Association of Fundraising Professionals' fifth annual Inspiring Philanthropy Awards Luncheon. Five awards were presented, including one to our own donors Bernadine and Toby Boulet, for their philanthropic work. Congratulations to all of the honourees. Thank you for perpetuating the giving spirit in our community.

As the year winds down, we celebrate philanthropy even more with our Fall-Winter Grants Celebration. At that event, we awarded over \$287,000 in grants to a broad range of initiatives that will enhance and strengthen our community, all thanks to the generosity of our donors.

The snow continues to fall, but my attention has shifted to the stack of Christmas cards awaiting my signature. On behalf of everyone at the Community Foundation, I extend our best wishes to you and your family for a very happy holiday. We look forward to working with you in the new year.

## THANKS AND FAREWELL, BOB!

Earlier this spring, we said farewell to Bob Short, whose time on our Board of Directors has come to an end. Bob and his guide dog, Pacer, joined the Community Priorities Grants Committee in 2015, as part of the group that reviews and assesses grant applications to make recommendations for funding to our Board of Directors.

Bob was appointed to the Board of Directors in January of 2018. In this role, he continued to lend us his perspective on grant applications. He was also a member of the Public Relations Committee, where he took part in planning the Friends of the Foundation Dinner in March of this year.

We will miss having Bob's kind, patient, and friendly presence at the office. Thank you for sharing your friendship, your expertise, and your generosity with us over the years!



# VITAL SIGNS 2019 LAUNCH

On October 2, we launched our seventh Vital Signs report. This year's report surveys several topics related to quality of life in our region, including improvements to regional transportation, trends in education, and local renewable energy initiatives. Vital Signs also links the topics presented to the United Nations' Sustainable Development Goals (SDGs), a series of interconnected objectives that champion long-term societal, cultural, and environmental growth around the world.

The program for this year's launch celebration drew on the Community Foundation's previous experiences integrating our Vital Signs work into our granting initiatives. Applicants to the Community Foundation's granting programs must link their proposed project with one of Vital Signs' six Impact Areas, which helps us assess the need for the project. As a way to demonstrate this alignment, two guest speakers each discussed a project funded by a Community Foundation grant that addressed a need identified in a previous Vital Signs report.

Timmi Shorr, Chief Operating Officer for Rowan House Society, discussed her organization's transitional housing program, which received grant funding from the Henry S. Varley Fund for Rural Life for two phases of the project. The program places women in homes throughout the Claresholm area, where they benefit from the security and care of a compassionate household.



Community Foundation Executive Director Charleen Davidson addresses the audience at the Vital Signs launch in October.

Judy Stolk-Ingram of the Chinook Foundation for Career Transitions discussed her organization's efforts to increase local high school graduation rates through a career exploration program. Funded by a grant from the Henry S. Varley Fund for Rural Life, this program helps students plan for the future, investigating potential career paths by meeting with professionals working in a variety of fields.

Vital Signs 2019 is available from the Community Foundation office or online at [www.cflsa.ca/knowledge](http://www.cflsa.ca/knowledge). Reports from across the country can be viewed at [www.communityfoundations.ca/initiatives/vital-signs](http://www.communityfoundations.ca/initiatives/vital-signs). Vital Signs is an initiative of Community Foundations of Canada.

## FRIENDS OF THE FOUNDATION DINNER

We are delighted to announce that the guest speakers for the 2020 Friends of the Foundation Dinner will be Bernadine and Toby Boulet. The Boulets will talk about their son, Logan, and how they plan to continue his legacy by giving back to the community through the Logan Boulet Fund at the Community Foundation.

The Logan Boulet Fund was established this past June to provide support for causes that were important to Logan, including the Special Olympics, organ donation, and youth participation in sport. As a Donor-Advised Fund, Logan's family will determine the causes and charities it will support.

The 2020 Friends of the Foundation Dinner will be held on Thursday, March 19 at the Coast Hotel & Conference Center in Lethbridge. Tickets will go on sale in January. We invite you to bring your friends and join us for a special evening.



# FALL GRANT RECIPIENTS

## Community Priorities Fund

In December, the Community Foundation supported 31 organizations in Southwestern Alberta with \$223,190 from the Community Priorities Fund and \$7,810 from various Field of Interest Funds. The funding for these grants is provided by investment income generated through endowments established by the Community Foundation's generous donors over the past 53 years.

In total, this fall's successful applicants to the Community Priorities Fund received a combined **\$231,000** for their projects. Congratulations!

**Arrowwood School, \$7,000 (\$2,400 from Field of Interest Funds):** To develop a school sensory room.

**Blood Tribe Recreation and Parks, \$15,000:** To purchase new sports equipment and expand youth programs.

**Border Community Wellness Foundation, Milk River, \$10,000:** To purchase new furniture and other amenities for the palliative and long-term care facilities at the Milk River Health Centre.

**Cardston and District Healthcare Auxiliary Association, \$6,000:** To purchase a pediatric immobilization device known as a Pigg-O-Stat, used when x-raying infants and small children.

**Claresholm & District Health Foundation, \$2,500:** For a mural decorating the facility housing long-term care patients.

**Cowley Lions Club, \$10,000:** For the construction of a new multi-purpose facility.

**Devil's Coulee Cooperating Society, Warner, \$3,500:** For the development of a kids' zone at the Devil's Coulee Dinosaur & Heritage Museum.

**Dr. Hamman School, Taber, \$5,000:** To add barrier-free access points to the school's playground.

**Empress Theatre Society, Fort Macleod, \$6,000:** To purchase a replacement movie theatre screen.

**Fleetwood-Bawden Elementary School, Lethbridge, \$5,000:** To develop a school sensory room.

**Galbraith Elementary School, Lethbridge, \$6,600:** To develop sensory learning spaces throughout the school.



Grant plaques at the Community Foundation's Spring Grants Celebration in May.

**Huntsville School, Iron Springs, \$10,000:** To upgrade the school's playground.

**Interfaith Food Bank Society of Lethbridge, \$10,000:** For facility renovations to enhance service delivery and programming.

**Lethbridge and Community Addictions Treatment Society, \$6,500:** To purchase a new gas range for South Country Treatment Centre.

**Lethbridge and District Horticultural Society, \$6,400:** To protect the society's Legacy Ornamental Garden at Legacy Park with deer-proof fencing.

**Lethbridge Community Band Society, \$10,000:** To purchase a set of specialized Brass Band instruments.

**Lomond Lions Club, \$9,400:** For the development of Pioneer Park, a new green space in the community.

**McNally Community Association, \$13,500:** To repair the McNally Community Centre building's foundation.



**Mike Mountain Horse Elementary School, Lethbridge, \$5,000 from a Field of Interest Fund:** To add a technology-gearred workshop known as a makerspace to the school's library.

**Museum Society of Staveland District, \$3,000:** To replace the roof of a museum storage facility.

**Raymond Junior High School, \$5,000:** To purchase equipment to establish a school archery club.

**Rotary Club of Cardston, \$10,000:** For the construction of a town spray park.

**Scientists in School, Lethbridge, \$2,200:** To purchase equipment and materials used in STEM (science, technology, engineering, and math) workshops delivered to elementary school students.

**Spring Glen Elementary School, Glenwood, \$4,500:** For the development of an outdoor area designed to encourage creativity and play in nature.

**Spring Glen Junior High School, Glenwood, \$3,800:** To purchase snowshoes and other winter sports gear.

**St. Mary's School, Taber, \$4,600:** To develop a school sensory room.

**Town of Cardston, \$15,000:** To construct a Niitsitapi (Blackfoot) monument honouring victims of the residential school system, as well as lives lost during the Baker Massacre.

**Troyanda Ukrainian Dance Club, \$3,000 (\$410 from a Field of Interest Fund):** To purchase new costumes and portable ballet barres.

**University of Lethbridge, \$15,000:** This grant supports the completion of a study space in the new Science Commons facility.

**Village of Hill Spring, \$10,000:** For modernization and landscaping of the community's baseball diamonds.

**Vulcan Senior Citizen Centre, \$7,500:** To replace the facility's 45-year-old flooring.

## Henry S. Varley Fund for Rural Life

The Community Foundation also awarded six grants totaling **\$54,580** from the Henry S. Varley Fund for Rural Life. One application received a further \$600 from a Field of Interest Fund. Grants from this fund support projects and organizations working to improve quality of life for residents of rural Southwestern Alberta.

**Agriculture for Life, Inc., \$12,500:** To provide farm safety education by bringing a specialized mobile classroom known as the Rural Safety Unit to communities throughout rural Southwestern Alberta.

**Allied Arts Council of Pincher Creek, \$4,680:** To support a pilot program for an art class intended to foster creative expression for members of the community experiencing social isolation or mental health challenges.

**Boys and Girls Club of the Foothills, \$6,000:** For the Master Chef Kids program, which teaches children in the Crowsnest Pass how to plan and cook healthy meals.

**Pincher Creek Trailbreakers Club, \$3,500 (\$600 from a Field of Interest Fund):** To purchase a robotics starter kit for use in technology-based training sessions and at an after-school robotics program to be held at Pincher Creek's Matthew Halton High School.

**Shock Trauma Air Rescue Service Foundation (STARS), \$25,000:** To host critical care skills training sessions with STARS' Mobile Education Unit in the communities of Coutts, Milk River, Picture Butte, and Warner.

**Taber Food Bank Society, \$3,500 (\$600 from a Field of Interest Fund):** For workplace-related education, training, and classes for food bank staff and volunteers.



Community Foundation Executive Director Charleen Davidson (second from left) participates in the groundbreaking for Habitat for Humanity's housing project in Pincher Creek. The project received a \$25,000 grant in the fall of 2018.

# CHARITABLE GIVING AND TAX BENEFITS

**A gift to the Community Foundation is a gift to the community. But it can also benefit you, too: charitable giving helps you to offset your taxes today and leave a legacy for the future.**

Establishing a fund at the Community Foundation in your lifetime gives you the opportunity to see your gift in action. It lets you have a chance to meet the people working to improve our community, people for whom your support and generosity make a world of difference.

Gifts to the Community Foundation are eligible for a tax-deductible donation receipt. Canadian tax regulations also allow unclaimed donations to be carried forward for up to five years, though they must still be reported in the year they are made. Try out the Community Foundation's donation calculator at [cflsa.giftabulatornow.com](http://cflsa.giftabulatornow.com) to tally the tax benefit of your charitable donation.

Certain methods of giving come with additional tax benefits, such as donations of publicly-traded securities, which exempt the donor from associated

capital gains taxes when donated. The Community Foundation can facilitate in-kind donations through our investment firm, RBC Phillips, Hager & North.

Another charitable gift you may not have considered is a life insurance policy. Taking out a policy on yourself and designating the Community Foundation as the beneficiary enables you to claim the premiums as a recurring tax credit.

Leaving a gift to the Community Foundation in your Will offers tax benefits to your estate, and helps to ensure that your wishes are honoured after your passing.

For more information on fund options and tax benefits, please contact the Community Foundation office. We also encourage you to discuss your plans with your family, as well as to consult your lawyer or financial advisor.



## FUTURE

In June, Community Foundation Grants Coordinator Caitlin Gajdostik was chosen to take part in the Future Forward trilateral learning exchange organized by Community Foundations of Canada. She and delegates from community foundations in Canada, Germany, and Russia have been in close communication over the last few months, sharing knowledge, strengthening leadership skills, and developing new ways to empower the community foundation movement.

By the exchange's end, participants will have spent time in each country, working on issues and questions surrounding how to strengthen the field and practice of place-based philanthropy, foster professional development, and better prepare community foundations for the issues of the future, including ways to encourage youth to get involved in philanthropy. The final leg of the exchange will take place in St. Petersburg, Russia, in March.

"I'm thrilled to be representing Southwestern Alberta in this unique experience," said Caitlin. "There's so much that we can learn from our international colleagues, and hopefully just as much for me to share with them."

## FORWARD



**Grants Coordinator Caitlin Gajdostik (second from left) with the Canadian delegation of the learning exchange in October.**

# KIND ACTS CAN CHANGE THE WORLD!

The first Friday in November is celebrated by community foundations across Canada as Random Act of Kindness (RAK) Day. RAK Day 2019 took place on November 1, and the Community Foundation's Team was joined by Board and Committee members as well as delegates from 1st Choice Savings to perform kind acts throughout Southwestern Alberta.

This year, the Community Foundation focused on performing kind acts for staff at seniors' care facilities throughout Southwestern Alberta, as a way to express gratitude for the important work they do every day in taking care of our elders.

Several local schools joined in, using Kindness Kits filled with stickers, posters, and pay-it-forward Kindness Cards, which are shared alongside random acts of kindness to encourage more kind acts.

Once again, the Community Foundation awarded \$500 Kindness Grants to ten local charitable organizations, selected by RAK Day participants who shared their kind acts with us on social media or by contacting the office. Here are this year's lucky participants and the charities they chose:



The Community Foundation's 2019 Kindness Crew.

**Lorraine Bevans:**

Friends Society of Remington-Alberta Carriage Centre

**Blythe Groenenboom:**

Big Brothers Big Sisters Lethbridge and District

**Veronika and Dan Kordikowski:**

Schizophrenia Society of Alberta, Lethbridge Chapter

**Laurie and Molly McIntosh:**

Lethbridge Detachment Victim Assistance Society

**Chelsea Sherbut:**

Lethbridge Senior Citizens Organization

**Children of St. Martha School:**

for their student hardship fund

**Mountain View School:**

for their school apiary project

**Pioneer Lodge, Fort Macleod:**

Fort Macleod Handibus Society

**Victoria Park High**

**School Interact Club:**  
for their Holiday Hamper Program

**Vulcan Prairieview Elementary's**

**Vulcan Volunteers:**

Vulcan County Health and Wellness Foundation

A huge thank-you to 1st Choice and TELUS for their generous support of this initiative. Remember, kind acts really can change the world!

# BEST OF THE SEASON



**The Community Foundation office will be closed from December 24 to December 30, and on January 1.**

Tax receipts dated for 2019 will be issued for gifts made on or before December 31, 2019. Any donations processed when the office re-opens on January 2 are eligible for a 2019 tax receipt if dated or postmarked on or before December 31, 2019.

**We wish you a happy and healthy holiday season!**

# UPCOMING EVENTS

## Spring 2020 Call for Applications

Watch our social media in early January when we will announce the call for applications for grants from the Community Priorities Fund, the Henry S. Varley Fund for Rural Life, and the Youth in Action Granting Program. More information can be found at [cflsa.ca/granting](http://cflsa.ca/granting).

## Friends of the Foundation Dinner

Mark your calendars for the next Friends of the Foundation Dinner on March 19, 2020 at the Coast Hotel & Conference Centre, featuring guest speakers Bernadine and Toby Boulet. Tickets will be available for purchase in January.

## Spring Grants Celebration, May 14

Celebrating the first round of grants awarded in 2020, join us at our office for the Spring Grants Celebration on Thursday, May 14th at 10:30 a.m.

Let's stay in touch! We want to make sure we can reach you in the way you prefer. If you wish to update your contact information and/or mailing preferences, please contact Rob at [research@cflsa.ca](mailto:research@cflsa.ca) or 403-328-5297.

## Community Foundation Board of Directors

### PRESIDENT

Randall Baker (Pincher Creek)

Bjorn Berg  
(Pincher Creek)

Renee Richards  
(Lethbridge)

### VICE-PRESIDENT

Steve Miles (Lethbridge)

Barb Godkin  
(Milo)

Kevin Ronan  
(Lethbridge)

### SECOND VICE-PRESIDENT

Bruce Anderson (Lethbridge)

Geri Hecker  
(Lethbridge)

Dory Rossiter  
(Lethbridge)

### TREASURER

Darren Adamson (Lethbridge)

Ronda Reach  
(Fort Macleod)

Laurel Van Vaerenbergh  
(Picture Butte)

## Community Foundation Staff

Charleen Davidson  
Executive Director

Rob Dowell  
Research and Community  
Knowledge Coordinator

Caitlin Gajdostik  
Grants Coordinator



COMMUNITY  
FOUNDATION

LETHBRIDGE + SOUTHWESTERN ALBERTA

Unit 50, 1202 - 2nd Ave S.  
Lethbridge, AB T1J 0E3  
P: 403-328-5297  
E: [office@cflsa.ca](mailto:office@cflsa.ca)  
[www.cflsa.ca](http://www.cflsa.ca)



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## Foothills Little Bow Municipal Association

H2j

Friday, January 17, 2020

10:00 a.m., Country Kitchen Catering

1717 Mayor Magrath Drive South, Lethbridge  
(Lower level of Keg Restaurant)

# AGENDA

**10:00 a.m.** **A. ELECTIONS (Association Bylaw attached)**

1. Chair
2. Vice-Chair
3. 1st member of the Resolutions Committee
4. 2nd Member of the Resolutions Committee

- B.** Welcome and Introductions of Guests  
**C.** Roll Call of persons present and signing of the register  
**D.** Agenda Additions  
**E.** Adoption of the Agenda  
**F.** Tribute to members passed away since the last meeting  
**G.** Adoption of the Minutes of September 20, 2019 meeting  
**H.** Business arising from the Minutes

**10:30 a.m.** **H. GREETINGS**

1. Greetings from the Government of Alberta
2. Greetings from the Official Opposition
3. Greetings from MP's in Attendance
4. Greetings from MLA's in Attendance
5. Greetings from Alberta Urban Municipalities Association - Councillor Tanya Thorn - Town of Okotoks

**10:45 a.m.** **I. REPORTS**

1. RMA District 1 Director - Mr. Brian Brewin
2. RMA President - Mr. Al Kemmere
3. RMA Vice President - Ms. Kara Westerlund

**11:00 a.m.** **J. DELEGATION**

Darren Davidson - Regional Director - Alberta Transportation  
Update on Provincial Projects

**11:30 a.m.** **K. DELEGATION**

James Van Leeuwen  
Enhancing Access to Rural Broadband

**LUNCH - 12:00 p.m.**  
**RECONVENE - 1:00 p.m.**

**1:00 p.m.** **L. DELEGATION**

Monte Solberg - Great West Public Affairs & Jenelle Saskiw - Alberta Counsel  
"Elevating Your Voice"

**1:30 p.m.** **M. DELEGATION**

Robin Kurpjuweit - FCM Steering Committee Member and Al Kemmere - RMA President & FCM Director  
Update on the Federation of Canadian Municipalities (FCM)

**2:00 p.m.** **N. RESOLUTIONS SESSION - Resolution Policy Attached**

**2:30 p.m.** **O. FOOTHILLS LITTLE BOW ASSOCIATION FINANCIAL REPORTS**

1. Profit & Loss and Balance Sheet Comparison

**3:00 p.m.** **P. ADJOURN**

**NEXT MEETING DATE: FRIDAY SEPTEMBER 18, 2020**



# Foothills Little Bow Municipal Association

c/o County of Newell  
Box 130  
Brooks, AB  
T1R 1B2

**A Bylaw of the Foothills Little Bow Association in the Province of Alberta for the purposes of administering the Association.**

**WHEREAS, certain rural municipalities within Southern Alberta have deemed it appropriate to establish an Association dedicated to advocacy of municipal issues, and**

**WHEREAS, the municipalities have determined that it would be fit and proper to establish a bylaw dedicated to outlining the operational and administrative procedures of the Association,**

**NOW THEREFORE THE FOOTHILLS LITTLE BOW ASSOCIATION, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This bylaw may be cited as the “Foothills Little Bow Association Bylaw”.

## **A. Definitions**

2. The following terms shall have the associated meanings set forth below:

“Act” means the Rural Municipalities of Alberta Act, S.A. 1923, c. 67, as amended from time to time;

“Association” shall mean the Foothills Little Bow Association;

“Board of Directors” or “Directors” or “Executive” shall mean the board of directors of the Association including the Chairman, Vice Chairman and Secretary-Treasurer;

“Meeting” shall mean a meeting of the Association at a time, date and place established by the members of the Association;

“Member” shall mean a member of the Association and shall include the following municipalities:

- Cardston County
- Cypress County
- Foothills County
- County of Forty Mile Lethbridge
- County of Newell
- M.D. of Pincher Creek
- M.D. of Ranchland
- M.D. of Taber
- Vulcan County
- County of Warner
- M.D. of Willow Creek
- Municipality of Crowsnest Pass

“Province” shall mean the Province of Alberta;

"Rural Municipality" shall mean a municipal district created pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, county, or other special area or specialized municipality within the Province.

"Resolution Policy" shall mean a policy adopted by the Association for the purpose of adopting resolutions to be forwarded to the RMA.

"RMA" means the Rural Municipalities of Alberta;

"Voting Delegates" shall mean an elected official of a member municipality.

## **B. Membership**

3. The Foothills Little Bow Association shall be made up of rural municipalities:

Notwithstanding sections 3 above, the Foothills Little Bow Association may, in its sole discretion, allow duly incorporated specialized municipalities to become members of the Association by majority vote at a regular meeting.

4. Any Member wishing to withdraw its membership may do so upon prior written notice to the Board.

## **C. Membership Fee**

5. Annual fees for upcoming year for all Members shall be set by the Association at the September meeting of each year.

6. In each year, the respective membership fee shall be paid to the Association and shall be due and payable by each Member on or before March 1<sup>st</sup> of each year. The membership fees paid are non-refundable.

## **D. Meetings of the Association**

7. The Association shall hold a meeting on the third Friday of January and the third Friday of September of each year unless by common consent another date is established by the body of the Association by Resolution. Each meeting shall be called to order at 10:00 a.m. The meeting location for each meeting shall be determined by the Association.

8. Agenda's for each meeting shall be distributed to the Chief Administrative Officers by the Secretary Treasurer of the Association 10 days prior to each Association meeting. Municipal CAO's shall be responsible for the distribution of the agenda to the elected officials within their municipality.

9. Following a call to order by the Chairman a roll call of those present will be conducted to determine if a quorum is present

10. Quorum for any meeting of the Association shall be constituted by a Voting Delegate representation of fifty per cent (50%) plus one (1) of the member municipalities as defined within Section "A". No business other than the adjournment or termination of a meeting shall be conducted at a meeting at a time while quorum is not present. This includes, but is not limited to, elections for President and Vice President, the acceptance of financial reports or other reports and votes on resolutions that require a quorum.

11. The Association agenda of each meeting of the association shall include the following agenda items:
- (i) A financial statement of the association,
  - (ii) A report by the Chair of the association,
  - (iii) A report by the Zone 1 representative to the RMA,
  - (iv) A report by the RMA of those items of business and/or advocacy as directed by the Full Members,
  - (v) Presentations by delegations on issues of interest requested by Association members,
  - (vi) In the absence of requests from members for presentations by delegations pertaining to issues of concern to the Association the Chair may schedule presentations on issues that the Chair believes will be of interest to the association members.

#### **E. Election of Directors and Officers**

12. At the January meeting of each year, there shall be elected following nomination and by a vote indicating a clear majority a Chair and Vice Chair, and 2 members of a Resolution Committee.

13. Persons shall be eligible to become a Chair, Vice-Chair or a member of the Resolution Committee of the Association if the individual is a duly elected official of a member Municipality in good standing with the Association.

14. The Chair, Vice-Chair and 2 members of a Resolution Committee shall serve for a term of 1 year.

15. A Past President of the Foothills Little Bow Association shall act as the Returning Officer for the election of Chair of the Association.

- (i) At the designated time on the Agenda of the January meeting of each year the Past President shall preside over the election of the Chair.
- (ii) The Past President shall make 3 calls for nomination to the position of Chair before closing the floor to nominations.
- (iii) Members nominated for the position of Chair shall each receive 3 minutes to address the Association prior to the election being conducted.
- (iv) Election of the Chair shall be conducted by a show of hands.
- (v) In the case of more than two candidates running for the office of Chair the two candidates receiving the greatest number of votes in the first round of voting shall run-off for the position of Chair in a second round of voting.
- (v) The Chair is declared elected by simple majority of members present.

16. The Chair of the Association shall, after the election for Chair, conduct the election of the Vice-Chair and Resolutions Committee in the same manner as outlined in paragraph 15.

17. No compensation shall be paid to the Chair, Vice-Chair, Resolutions Committee or Secretary Treasurer.

18. For the purpose of administering the affairs of the Association the Secretary Treasurer of the Association shall be a designated officer of the municipality represented by the Chair and shall be appointed by the Chair.

19. The signing authorities of the Association shall be in all cases two of the following three executive members: the Chair, or the Vice-Chair or the Secretary Treasurer.



## **F. Vacancies**

20. In the event that a Chair ceases to hold office in his/her own Municipality as the result of a municipal election or disqualification, the Vice-Chair shall be deemed to be the Chair of the Association effective immediately.

21. In the event that both the Chair and Vice Chair cease to hold office in their own Municipalities the Reeve of the Municipality from which the former Chair was an elected representative becomes the Chair of the Association until the Association convenes at its next regularly scheduled meeting to elect a new Chair and Vice-Chair.

22. In the event that a member of the Resolutions Committee ceases to hold office in his/her own Municipality as a result of a municipal election or disqualification a member-at-large from a member municipality may be appointed by the Chair as a member of the Resolutions Committee until such time as elections for the Resolutions Committee are conducted by the Association.

23. The Chair shall be a member of the Resolutions Committee. He/she shall, when present, preside at all meetings of the Resolutions Committee. In his/her absence, the Vice-Chair shall preside at any such meetings.

## **G. Resolutions**

24. Resolutions shall be adopted by the Association in accordance with the Foothills Little Bow Association Resolutions Policy as adopted by the Association and as amended from time to time.

## **H. Financial Year**

25. Unless otherwise established by the Board from time to time, the financial year of the Association shall be from the first day of January to the thirty-first day of December of each year.

## **I. Auditing**

26. The books and records of the Association shall be reviewed at least once each year by a duly qualified person which may be an employee of an Association Member. A complete statement of the standing of the books of the Association shall be submitted to the Members at each meeting.

## **J. Amendment of Bylaws**

27. These bylaws may be amended or repealed by simple majority of the votes of the Members provided that notice of such amendments have been circulated to the Members of the Association prior to a regularly scheduled meeting of the Association.

## **K. Coming into Effect**

28. These bylaws shall come into full force and effect upon third and final reading by the Association.

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Association Chair

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Secretary Treasurer

**September 20, 2019**



**Foothills Little Bow Municipal Association  
Minutes of the Meeting  
10:00 a.m., Friday, September 20, 2019  
Country Kitchen Catering**

**Member Municipal Districts & Counties  
Present:**

Cardston County  
M.D. of Taber  
Lethbridge County  
M.D. of Pincher Creek  
County of Warner  
Cypress County

County of Forty Mile  
Vulcan County  
County of Newell  
Foothills County  
M.D. of Willow Creek

**Absent:**

Municipality of Crowsnest Pass  
M.D. of Ranchlands

**CALL TO ORDER**

Chair Brian de Jong called the meeting to order at 10:01 a.m.

**A. WELCOME AND INTRODUCTION OF GUESTS**

**B. ROLL CALL OF PERSONS PRESENT AND SIGNING OF THE REGISTER**

Roll Call was taken and representatives of all Municipal Districts and Counties were accounted for except the MD. of Ranchlands and the Municipality of Crowsnest Pass.

**C. AGENDA ADDITIONS**

Chair Brian de Jong asked if there were any additions to the September 20<sup>th</sup> agenda.

Robin Kurpjuweit, Cypress County, added "Meeting Location Discussion." – after association bylaw meeting location discussion P3.

**D. ADOPTION OF AGENDA**

120/19

*MOVED by Steven Wikkerink, County of Forty Mile; seconded by Dan Hamilton, Cypress County that the agenda of September 20, 2019 be approved with the following addition:  
P.3 Meeting Location Discussion*

**CARRIED**

## **E. TRIBUTE TO MEMBERS PASSED AWAY SINCE THE LAST MEETING**

Chair Brian de Jong asked whether there have been any members that have passed away since the last meeting.

A moment of silence was held for Donald Laqua of the County of Forty Mile No. 8.

## **F. ADOPTION OF THE MINUTES OF SEPTEMBER 15, 2017 MEETING**

Ian Sundquist, M.D. of Willow Creek, indicated that Motion 116/19 (page 7) contains an incomplete sentence. Discussion followed and John Turcato, M.D. of Taber, confirmed that the resolution had been approved.

121/19                      *MOVED by Anne Marie Philipsen, County of Newell; seconded by Alf Belyea, Cypress County that the minutes of the January 18, 2019 Foothills Little Bow Meeting be approved with the following amendment:*

*N.1 M.D. of Taber – Solar Power Reclamation (page 7) should read "...that Resolution FA 01-19 – Solar Power Reclamation be approved."*

*CARRIED*

## **G. BUSINESS ARISING FROM THE MINUTES**

No business arising from the minutes.

## **H. GREETINGS FROM THE GOVERNMENT OF ALBERTA**

### **H1. Greetings from the Government of Alberta**

Joseph Schow, MLA – Cardston-Siksika, brought greetings on behalf of the Government of Alberta.

### **H2. Greetings from the Official Opposition**

The representative from the Official Opposition was not in attendance.

### **H3. Greetings from MP's in Attendance**

Martin Shields, MP – Bow River was present and provided greetings.

Rachel Harder, MP – Lethbridge was present and provided greetings. She stressed the importance of the Agriculture industry.

#### H4. Greetings from MLA's in Attendance

Joseph Schow, MLA – Cardston-Siksika was present and provided greetings.

#### H5. Greetings from Alberta Urban Municipalities Association

Tanya Thorn was present and provided greetings on behalf of AUMA. She gave an overview of some highlights of the McKinnon Report, indicating that while it appears capital grants to municipalities will remain relatively stable, cuts in other areas can be expected. Gas Tax funding is doubling this year. She provided information on the proposed police funding model, indicating that every municipality should pay for police services, but the funds collected must be reinvested into policing. The Alberta Urban Municipalities Convention will be held on September 25-27, 2019.

### **I. REPORTS**

I1. RMA Zone Director – Mr. Brian Brewin

I2. RMA President – Mr. Al Kemmere

I3. RMA Vice President – Ms. Kara Westerlund

Mr. Brian Brewin, RMA District 1 Director, Mr. Al Kemmere, RMA President, and Ms. Kara Westerlund, RMA Vice President, provided a joint report on the following:

- Water Act Approvals
- Meetings with Minister of Service Alberta on Rural Broadband
  - Meet minimum standards by 2026 and have 100% coverage by 2030
  - Tie broadband connectivity to overall connectivity (cell phones)
- Meeting with Minister of Agriculture & Forestry
  - Agriculture
  - Head tax
- Meeting with Associate Minister of Mental Health & Addictions
  - Explore local ideas to drive provincial solutions
- Shallow Gas Tax Relief Initiative
  - Meeting with UCP rural caucus and municipalities
  - Municipalities are to reduce property taxes by 35% for eligible producers and will receive Education tax refunds for 2019.
  - Anticipate that the 35% reduction will be reflected in the Assessment Review model
  - Industry is advocating for accelerated depreciation on assets
- Meeting with Minister of Environment
  - Water Act Approval process
  - Land Use Framework
- Minister of Seniors & Housing
- Red Tape Reduction
  - Meetings have been scheduled
- MacKinnon Report
- Proposed Police Costing Model

- A conference call between the RMA and municipalities has been scheduled for September 23, 2019 at 8:00 a.m.
- Municipal Funding Framework
  - The RMA and the AUMA have developed a joint submission
  - Any reduction must be tied to a formula that is linked to the provincial economy
- Private Sewage Systems
  - Decisions on suitability and safety are to be transferred to the local level
  - A working group has been created to discuss the transition
- Federal Election
  - The Federation of Canadian Municipalities has released their 2019 Election Platform
- Federal Disaster Relief Support
- Agricultural Plastics Recycling
  - Clean Farms has been hired for a three-year pilot project
  - 20 collection sites identified across Alberta
  - The first collection should start within the next month
- Alberta Energy Regulator Review
- RMA Fall 2019 Convention (November 12-15, 2019 in Edmonton, AB)

Lorne Hickey, Lethbridge County provided an update on legal issues, indicating that they will continue with the business tax as it was set up.

Molly Douglass, County of Newell provided an update on regionalization discussions with neighbouring municipalities. The County of Newell officially withdrew from the discussions on September 5, 2019 and the municipalities will now continue to work on Intermunicipal Collaboration Framework documents.

Al Kemmere reported that Robin Kurpjuweit, Cypress County, is an appointed member to the FCM Standing Committees and in that capacity attends board meetings and provides a voice on rural issues.

The members were given the opportunity to ask questions.

Al Kemmere provided an update on the Proposed Police Costing Model. It has been confirmed that the funding collected will be redirected to frontline policing.

## **J. DELEGATIONS**

### **Darren Davidson – Regional Director – Alberta Transportation** **Update on Provincial Projects**

Darren Davidson, Regional Director was present from Alberta Transportation and provided an update on Alberta Transportation's current business plan, departmental reorganization, and Alberta Transportation Projects.

The members were given the opportunity to ask questions about the status of specific Alberta Transportation Highway matters within their respective jurisdictions.

Darren Davidson also provided an update on Highway 61.

#### **K. DELEGATIONS**

Leigh Bond – Director & Founding Member – PACE Alberta Co-op Ltd.  
Property Assessed Clean Energy (PACE) Program

Leigh Bond, Director and Founding Member of PACE Alberta Co-op Ltd., was present and spoke about the PACE Program. The PACE Program allows property owners to install renewable energy systems in their buildings with no upfront costs and repayment through their property tax bill.

Chair Brian de Jong thanked FortisAlberta for sponsoring the meal for this meeting. Paula Kot, Stakeholder Relations Manager, brought greetings on behalf of FortisAlberta.

The meeting recessed for lunch at 11:57 a.m. and reconvened at 1:01 p.m.

#### **L. DELEGATIONS**

Heather Clair – Regional Digital Ag Lead – Farmer’s Edge  
Precision Farming

Heather Clair, Regional Digital Ag Lead for Farmer’s Edge, was present and spoke about Precision Farming and their integrated farm management platform.

#### **M. DELEGATIONS**

HALO

Paul Carolan, HALO Funding Director, was present and spoke about the HALO Air Ambulance service and the issues that they face with emergency dispatch and a lack of provincial funding. He explained the difference between STARS and HALO, indicating that the two programs are nearly identical except STARS can fly 24/7 and is staffed with doctors and nurses whereas HALO uses paramedics. He also provided an update on HALO’s fundraising efforts for night vision goggles.

#### **N. DELEGATIONS**

Irrigation Meeting Update – Lethbridge County

Ann Mitchell, Lethbridge County, provided an update regarding the Irrigation Meetings. Three meetings have been held so far and subcommittees were created to discuss roads, bridges, and common concerns with the *Water Act* and *Municipal Government Act*. Lethbridge County has entered into an agreement with the Lethbridge Northern Irrigation District and the St. Mary River Irrigation District that outlines how they are working together. Some joint lobbying may be required.

The members were given the opportunity to ask questions.

## **O. RESOLUTION SESSION**

### **O1. Resolution Policy – Proposed Amendments**

Randy Taylor, County of Warner read the proposed amendments to the Resolution Policy, which are as follows:

- References to the “Alberta Association of Municipal Districts & Counties” will be changed to “Rural Municipalities of Alberta.”
- References to the “AAMDC” will be changed to “RMA”

#### B. Resolution Guidelines

- 9) Resolutions must be submitted electronically in ‘Word’ format to the Secretary Treasurer at least two (2) weeks prior to each meeting of the association.

#### C. Resolution Types

Add article:

- 4) Resolutions deemed by the Resolutions Committee to be emergent in nature will be distributed to the membership via e-mail at least 48 hours prior to the meeting.
- 5) Resolutions deemed by the Resolutions Committee to be emergent in nature that cannot be distributed to the membership via e-mail at least 48 hours prior to the meeting will come to the meeting floor and must be accepted as emergent by the membership with a simple majority vote in order to come to the meeting floor for debate. The sponsoring municipality (ies) must provide and distribute copies of the emergent resolution to all full members in attendance at an Association meeting.

122/19                      *MOVED by Ken Benson, Lethbridge County; seconded by Molly Douglass, County of Newell that the Resolution Policy be adopted as amended.*

*CARRIED*

### **O2. Resolution FA 02-19 – Water Security/Off Stream Storage – Municipal District of Taber**

Randy Taylor, County of Warner read Resolution FA 02-19.

#### **O2. M.D. of Taber – Water Security/Off Stream Storage**

123/19                      *MOVED by Merrill Harris, M.D. of Taber; seconded by Steven Wikkerink, County of Forty Mile that Resolution FA 02-19 – Water Security/Off Stream Storage be approved.*

Merrill Harris from the M.D. of Taber spoke in favor of Resolution FA 02-19.

Seconder Steven Wikkerink, County of Forty Mile waived to make comment.

Randy Taylor, County of Warner asked for comments in opposition to Resolution FA 02-19.

Quentin Stevick, M.D. of Pincher Creek spoke in opposition to Resolution FA 02-19, providing a personal perspective on the issue.

Ross Ford, County of Warner suggested that the third 'Whereas' in Resolution FA 02-19 be deleted so that the resolution is not specific to the South Saskatchewan River because there are other rivers in the region.

Ian Sundquist, M.D. of Willow Creek stated the final 'Therefore Be It Resolved' paragraph is the important one and it references all of Southern Alberta.

Ross Ford, County of Warner indicated that all of Southern Alberta is included in the "Now Therefore Be It Resolved" part but the third 'Whereas' lists specific rivers and it should be clear the resolution is not limited only to the South Saskatchewan River.

Randy Taylor, County of Warner suggested adding additional references to other rivers in the province as a friendly amendment in the 'Whereas' section of the resolution. Merrill Harris, M.D. of Taber agreed.

Merrill Harris, M.D. of Taber and seconder Steve Wikkerink, County of Forty Mile waived the opportunity to provide final comments on Resolution FA 02-19.

Randy Taylor, County of Warner called the question. Resolution FA 02-19 *CARRIED*

### **03. Resolution FA 03-19 – Landowners Rights – County of Warner**

Randy Taylor, County of Warner read Resolution FA 03-19.

#### **03. County of Warner – Landowners Rights**

*124/19                      MOVED by Ross Ford, County of Warner; seconded by Maryanne Sandberg, M.D. of Willow Creek that Resolution FA 03-19 – Landowners Rights be approved.*

Randy Taylor, County of Warner asked for comments in favor or against Resolution FA 03-19.

Ross Ford from the County of Warner spoke in favor of Resolution FA 03-19.

Seconder Maryanne Sandberg, M.D. of Willow Creek waived to make comment.

No one spoke in opposition to Resolution FA 03-19.

Ross Ford, County of Warner and seconder Maryanne Sandberg, M.D. of Willow Creek waived the opportunity to provide final comments on Resolution FA 03-19.



Randy Taylor, County of Warner called the question. Resolution FA 03-19 *CARRIED*

**O4. Resolution FA 04-19 – Water & Wastewater Approvals – Foothills County**

Randy Taylor, County of Warner read Resolution FA 04-19.

**O4. Foothills County – Water & Wastewater Approvals**

125/19                      *MOVED by Delilah Miller, Foothills County; seconded by Serena Donovan, Vulcan County that Resolution FA 04-19 – Water & Wastewater Approvals be approved.*

Randy Taylor, County of Warner asked for comments in favor or against Resolution FA 04-19.

Delilah Miller from Foothills County spoke in favor of Resolution FA 04-19.

Secunder Serena Donovan, Vulcan County waived to make comment.

No one spoke in opposition to Resolution FA 04-19.

Ian Sundquist, Willow Creek suggested a friendly amendment:

Remove the word “shall” and delete the last sentence so that Resolution FA 03-19 reads as follows:

“NOW THEREFORE BE IT RESOLVED THAT the RMA ask the Provincial Government...to endorse the statement of concern or appeal.”

Delilah Miller, Foothills County agreed to the proposed amendment.

Delilah Miller, Foothills County and secunder Serena Donovan, Vulcan County waived the opportunity to provide final comments on Resolution FA 04-19.

Randy Taylor, County of Warner called the question. Resolution FA 04-19 *CARRIED*

**O5. Resolution FA 05-19 – Provincial Funding for Regional Air Ambulance – Cypress County**

Randy Taylor, County of Warner read Resolution FA 05-19.

**O5. Cypress County – Provincial Funding for Regional Air Ambulance**

126/19                      *MOVED by Dan Hamilton, Cypress County; seconded by Craig Widmer, County of Forty Mile that Resolution FA 05-19 – Provincial Funding for Regional Air Ambulance be approved.*

Randy Taylor, County of Warner asked for comments in favor or against Resolution FA 05-19.

Dan Hamilton from Cypress County spoke in favor of Resolution FA 05-19.

Secunder Craig Widmer, County of Forty Mile waived to make comment.

No one spoke in opposition to Resolution FA 05-19.

Ian Sundquist, Willow Creek suggested a friendly amendment:

Change "Foothills Little Bow Municipal Association" to "Rural Municipalities of Alberta" so that Resolution FA 05-19 reads as follows:

"NOW THEREFORE BE IT RESOLVED THAT the Rural Municipalities of Alberta request..."

Dan Hamilton, Cypress County accepted the amendment.

Discussion followed.

Ross Ford, County of Warner suggested a further amendment:

Move the last 'Whereas' so that it is after the 'Now Therefore Be It Resolved' so that Resolution FA 05-19 reads as follows:

"FURTHER BE IT RESOLVED THAT the Government of Alberta commissions an independent review of the Helicopter EMS system in Alberta. This review should engage the public and stakeholders such as industry and municipalities in all parts of the province."

Randy Taylor, County of Warner read out the proposed amendment to Resolution FA 05-19.

There was no further discussion on the proposed amendment to Resolution FA 05-19.

Randy Taylor, County of Warner called the question all in favor of the proposed amendment to Resolution FA 05-19 – *CARRIED*

There was no further discussion on Resolution FA 05-19.

Dan Hamilton, Cypress County and secunder Craig Widmer, County of Forty Mile waived the opportunity to provide final comments on Resolution FA 05-19.

Randy Taylor, County of Warner called the question. Resolution FA 05-19 *CARRIED*

**O6. Resolution FA 06-19 – Community Peace Officer Access to RCMP Radio Channels – Foothills County**

Randy Taylor, County of Warner asked for comments in favor or against Resolution FA 06-19.

Suzanne Oel from Foothills County spoke in favor of making Resolution FA 06-19 an emergent resolution.

No one spoke in opposition.

Randy Taylor, County of Warner called the question all in favor of making Resolution FA 06-19 an emergent resolution.

*CARRIED*

Randy Taylor, County of Warner read Resolution FA 06-19.

Randy Taylor, County of Warner asked for comments in favor or against Resolution FA 06-19.

Suzanne Oel from Foothills County spoke in favor of Resolution FA 06-19.

Secunder Tamara Miyanaga, M.D. of Taber waived to make comment.

No one spoke in opposition to Resolution FA 06-19.

**O6. Foothills County – Community Peace Officer Access to RCMP Radio Channels**

127/19                      *MOVED by Suzanne Oel, Foothills County; seconded by Tamara Miyanaga, M.D. of Taber that Resolution FA 06-19 – Community Peace Officer Access to RCMP Radio Channels be approved.*

*CARRIED*

**P. Foothills Little Bow Association Financial Reports**

**P1. Approval of Accounts – Profit & Loss and Balance Sheet Comparison**

128/19                      *MOVED by Kelly Christman, County of Newell; seconded by Laurie Lyckman, Vulcan County that the accounts be approved as presented.*

*CARRIED*

**P2. Review and Approval of 2020 Annual Member Dues**

129/19                      *MOVED by David Cody, County of Warner; seconded by Anne Marie Philipsen, County of Newell that the 2020 Annual Member Dues be approved as presented.*

*CARRIED*

P3. Meeting Location Discussion

Discussion followed regarding whether members are interested in taking turns hosting the Foothills Little Bow Municipal Association meeting in their municipality.

Chair Brian de Jong called for a show of hands in favor of moving the location of the Foothills Little Bow Municipal Association meeting to other municipalities.

*DEFEATED*

Q. ASSOCIATION BYLAW

130/19

*MOVED by Delilah Miller, Foothills County; seconded by Ross Ford, County of Warner to approve the following amendment to the Association Bylaw:*

*Change "M.D. of Foothills" to "Foothills County."*

*CARRIED*

R. ADJOURNMENT

Chair Brian de Jong adjourned the meeting at 2:33 p.m.

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Chair

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Secretary-Treasurer



# Foothills Little Bow Municipal Association

c/o County of Newell

Box 130  
Brooks, AB  
T1R 1B2

## RESOLUTION POLICY (adopted September 20, 2019)

**Purpose:** The purpose of this policy is to formalize the parameters involved for the resolution process used by the Foothills Little Bow Association to gather member direction. It includes aspects of the resolution process including oversight, guidelines, resolution types, the session itself as well as amendments and the handling of endorsed resolutions.

**Policy Statement:** As the primary method of deriving member direction, the resolution process is fundamental to developing resolutions.

### A. Resolution Review

- 1) The Association shall establish a Resolutions Committee that is comprised by 2 elected officials from 2 member municipalities plus the Chair of the Association. The Resolutions Committee shall be chaired by the Chair of the Foothills Little Bow Association.
- 2) The Association reserves the right to amend committee members as needed when extraordinary circumstances arise.
- 3) The Resolutions Committee shall order the Resolutions on the Order paper in the order that they are received.
- 4) The Resolutions Committee may:
  - a) Refer resolutions back to the sponsoring municipality(ies) for deficiencies including but not limited to:
    - i) The criteria for resolutions as outlined in this policy are not met,
    - ii) Absence of endorsement by council,
    - iii) Lack of clear supporting narrative regarding the intent of the resolution

### B. Resolution Guidelines

- 1) A resolution may be submitted for consideration at a meeting of the Association by any member.
- 2) Resolutions must be approved by a motion of the council(s) of the sponsoring municipality or municipalities.
- 3) Resolutions must include a title, preamble (whereas), operative clause (therefore it be resolved) and member background and shall be in the form:

WHEREAS...;  
WHEREAS...; and  
THEREFORE BE IT RESOLVED that the Rural Municipalities of Alberta...  
(take some action)

Member Background Information

- 4) Resolutions should strive to address a topic of concern to rural municipalities within the Association.
- 5) The title must provide a clear indication of the resolution's intent providing an understanding of the topic matter and desired outcome.

- 6) The preamble must provide clear, brief, factual context for the operative clause.
- 7) The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear.
- 8) Resolutions must be accompanied by background information outlining the following where appropriate:
  - a) The issue as it relates to the sponsoring municipality(ies)
  - b) The history of the issue
  - c) Issue impacts
  - d) Past or current advocacy efforts by the RMA or other organizations
  - e) Recent incidents or developments
  - f) Specific legislation linkages
  - g) Other stakeholders with a vested interest
- 9) Resolutions must be submitted electronically in 'Word' format to the Secretary Treasurer at least two (2) weeks prior to each meeting of the association.
- 10) Resolutions shall be forwarded to the Resolutions Committee in the format submitted upon receipt by the Secretary Treasurer for review.

### **C. Resolution Types**

- 1) A resolution submitted by a member shall be a valid resolution. These resolutions are referred to as individual resolutions.
- 2) Resolutions submitted by a member after the deadline outlined in this policy will be forwarded to the Resolutions Committee for consideration as an emergent resolution.
- 3) Emergent resolutions are defined as one submitted to the Association after the aforementioned deadline that deals with a subject or problem that has arisen subsequent to the deadlines.
- 4) Resolutions deemed by the Resolutions Committee to be emergent in nature will be distributed to the membership via e-mail at least 48 hours prior to the meeting.
- 5) Resolutions deemed by the Resolutions Committee to be emergent in nature that cannot be distributed to the membership via e-mail at least 48 hours prior to the meeting will come to the meeting floor and must be accepted as emergent by the membership with a simple majority vote in order to come to the meeting floor for debate. The sponsoring municipality (ies) must provide and distribute copies of the emergent resolution to all full members in attendance at an Association meeting.
- 6) Association members are responsible for bringing copies of emergent resolutions for all members present to the Association meeting.

### **D. Resolution Session**

- 1) For the purposes of the resolution session only, quorum shall be defined as representation of 50% plus one of the Association's member municipalities who are eligible to vote, and are present in the room at the start of each resolution session.
- 2) As outlined in the Association Bylaws, only elected officials of member municipalities are eligible to vote and can only cast their individual vote.
- 3) Voting shall be by a show of hands.
- 4) Only elected officials of members shall be allowed to speak as of right to resolution during the resolutions session. Member administrative staff and guests may be permitted to speak upon

recognition by the chair and consent of the majority of voting members, but may not move or second a resolution, or vote.

- 5) The resolution session shall be conducted in good order in a manner acceptable to the Association.
- 6) Unless directed otherwise by the majority of members, only the title, sponsor(s), resolution type, vote required and operative clause shall be read aloud during the session.
- 7) Each resolution requires a mover and a seconder. The spokesperson(s) for the sponsor(s) will be allowed five (5) minutes combined to present the resolution.
- 8) Following the initial speaker(s), the Resolution chair will then call for persons opposing the resolution. The speaker will have a two (2) minute time limit. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.
- 9) Once a person has spoken in opposition of the resolution, debate will continue with each speaker having a two (2) minute time limit. When debate ends, the chair will allow the initial spokesperson(s) two (2) minutes total to present final comments.
- 10) A sponsoring municipality may declare its intent to withdraw a proposed resolution when the resolution is introduced. In this event the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
- 11) A simple majority vote is required to pass resolutions.

#### **E. Amendments**

- 1) Amendments excepting friendly amendments will be accepted when duly moved and seconded. Submission of amendments to the session chair in writing is encouraged.
- 2) Discussion of amendments follows the same guidelines and timeframes as outlined for resolution debate.
- 3) One amendment will be accepted at a time and only one amendment to the amendment is permitted.
- 4) Friendly amendments must be agreed to by the mover of the main motion and there must be no objection from voting delegates to the amendment being made on a friendly basis.
- 5) Friendly amendments are those that are so simple or uniformly acceptable that they are able to be adopted by unanimous consent during debate. This eliminates the necessity for formal amendment including seconding, debate, voting and incorporation back into the main motion.

#### **F. Endorsed Resolutions**

- 1) Resolutions passed by the association shall be forwarded to the RMA without amendment or modification.

# Foothills Little Bow Association

## Profit & Loss

	<u>30 Nov 19</u>	<u>31 Dec 18</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
Interest	1.20	1.86	-0.66
Members' Fees	5,850.00	5,850.00	0.00
Sponsorship	1,500.00	0.00	1,500.00
Total Income	<u>7,351.20</u>	<u>5,851.86</u>	<u>1,499.34</u>
Expense			
Meeting Expense	6,575.94	6,569.71	6.23
Professional Fees	0.00	0.00	0.00
Total Expense	<u>6,575.94</u>	<u>6,569.71</u>	<u>6.23</u>
Net Ordinary Income	<u>775.26</u>	<u>-717.85</u>	<u>1,493.11</u>
Net Income	<u><u>775.26</u></u>	<u><u>-717.85</u></u>	<u><u>1,493.11</u></u>



# Foothills Little Bow Association

## Balance Sheet

	<u>Jan - Nov 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Chequing/Savings</b>			
ATB Financial	12,831.69	12,506.43	325.26
<b>Total Chequing/Savings</b>	<u>12,831.69</u>	<u>12,506.43</u>	<u>325.26</u>
<b>Accounts Receivable</b>			
Accounts Receivable	450.00	0.00	450.00
<b>Total Accounts Receivable</b>	<u>450.00</u>	<u>0.00</u>	<u>450.00</u>
<b>Total Current Assets</b>	<u>13,281.69</u>	<u>12,506.43</u>	<u>775.26</u>
<b>TOTAL ASSETS</b>	<u><b>13,281.69</b></u>	<u><b>12,506.43</b></u>	<u><b>775.26</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
Opening Balance Equity	5,187.28	5,187.28	0.00
Unrestricted Net Assets	7,319.15	8,037.00	-717.85
Net Income	775.26	-717.85	1,493.11
<b>Total Equity</b>	<u>13,281.69</u>	<u>12,506.43</u>	<u>775.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,281.69</b></u>	<u><b>12,506.43</b></u>	<u><b>775.26</b></u>



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED

JAN - 8 2020

M.D. OF PINCHER CREEK

AR99379

January 2, 2020

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

Dear Reeve Hammond,

As you may know, the assessment models for wells, pipelines and machinery and equipment, which are used to determine the assessed values of these assets for taxation purposes, have not been updated since 2005. Over the past year, Municipal Affairs has been working on a review of the assessment models to ensure new technology is accounted for, current cost structures and industry practices are reflected, and result in a fair and transparent relative distribution of taxation.

The technical phase of the assessment model review, which included input from working groups of external subject matter experts, has now concluded. The initial results from the technical phase of the review indicate potentially significant shifts in assessment. As assessment changes can have consequential impacts to both municipalities and the oil and gas industry, I have determined additional engagement with industry and municipal associations is required before any final determinations are made.

Our aim is to ensure any changes resulting from the assessment model review do not have an adverse impact on the competitiveness of our energy sector or the viability of our rural municipalities. It is my intention this more robust stakeholder engagement be carried out in early 2020, with final decisions on the assessment model review to be made in spring. As a result, the changes to the assessment models will need to be deferred until the 2021 municipal tax year.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2020 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are undertaking, attached are the approved AYM's for the 2019 Assessment Year (2020 Tax Year).

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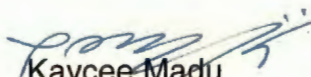
In addition, a reduction in assessment for shallow gas assets will be applied for 2020 in order to continue the same magnitude of tax relief provided under the Shallow Gas Tax Relief Initiative (SGTRI) for 2019, and enable transition to the new assessment models for 2021. These wells and associated pipelines will receive a 35 per cent property assessment reduction for the 2020 tax year. It is my intention to apply the same criteria for this assessment reduction as were used to determine eligibility for tax relief under the SGTRI; there are approximately 70,000 wells and associated pipelines in Alberta meeting these criteria. As education tax credits will not be provided as they were under the SGTRI for 2019, municipalities will need to absorb the impact of this reduction in assessment.

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2020 to include the annual change to the AYMs, as well as the changes to the shallow gas assessments.

Further details on the engagement with municipal associations and industry organizations regarding the assessment model review will be provided by early January, 2020.

If you have any concerns regarding these changes, please contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or [ethan.bayne@gov.ab.ca](mailto:ethan.bayne@gov.ab.ca).

Yours very truly,

  
Kaycee Madu  
Minister

Attachment – Assessment Year Modifier (AYM) Tables

cc: Honourable Sonya Savage  
Minister of Energy

Honourable Dale Nally  
Associate Minister of Natural Gas

Paul Wynnyk  
Deputy Minister, Municipal Affairs

Ethan Bayne  
Assistant Deputy Minister, Municipal Assessment and Grants

**Attachment – Assessment Year Modifier (AYM) Tables**

<b>Property Type</b>	<b>2018 Assessment Year (2019 Tax Year) AYM</b>	<b>2019 Assessment Year (2020 Tax Year) AYM</b>	<b>Percent Change</b>
Wells	1.200	1.192	-0.67
Pipelines	1.019	1.024	0.49
Electric Power Systems	1.470	1.471	0.07
Telecommunication Carriers	1.150	1.154	0.35
Cable Distribution Undertakings	1.389	1.394	0.36
Railway	1.410	1.460	3.55
Machinery & Equipment	1.40	1.41	0.71
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.00	0
Farm land (Irrigated Arable)	1.03	1.03	0



ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
Government House Leader  
MLA, Rimbey-Rocky Mountain House-Sundre*

JAN 07 2020

Brian Hammond  
MD of Pincher Creek  
[bhammond@mdpincercreek.ab.ca](mailto:bhammond@mdpincercreek.ab.ca)

Dear member of the Livingstone-Porcupine Hills Recreation Advisory Group:

Thank you for the meeting with me, Minister Hunter and MLAs Reid and Neudorf as part of my summer 2019 visit to the Castle/Livingstone/Porcupine Hills region. It is clear there is a lot of passion and appreciation for the land and resources in this area, along with the desire to maintain these for future generations.

During our visit, we had the opportunity to meet with many stakeholders to hear their thoughts and concerns about what is working and where we can improve on the work underway. Some of the themes we heard in these conversations were:

- Albertans are passionate about the land and share the desire to see sustainable outcomes for future generations.
- Not all Albertans agree on what forms of recreation are appropriate or necessary on public land.
- The land and resources in this area need to be planned and managed for the future, and support a balanced approach that considers all land uses.
- There is general support for a public land use zone, designated trails systems and an off-highway vehicle user fee.
- Albertans see and use the region as a whole, regardless of the parks and public land designations.
- The motorized recreation and hunting communities are concerned about sufficient access to the area to maintain the use of the land as they have done in the past, and would like to see designated trails for hunting access and game retrieval.
- There is a need for ongoing and increased enforcement presence to address non-compliance with land-use rules.
- There is a strong desire to work together to see results on the ground.

With these items in mind, I request the Livingstone-Porcupine Hills Recreation Advisory Group address these themes:

- Expand membership of the group to provide advice on land management and planning for the area, inclusive of the Castle parks, other provincial parks, and the Livingstone and Porcupine Hills Public Land Use Zones.
  - This broader group will provide advice on land use in the area, with a focus on recreation management.

- Provide Environment and Parks with advice on implementation of land-use plans for the area, and any proposed changes to land-use plans for the area if deemed necessary, to meet the environmental, social and economic outcomes for the area.
  - As a priority item raised by Albertans, focus early efforts on identifying outcomes for, and recommendations to, support implementation of a motorized trail system that looks at recreational as well as hunting and angling access, while mitigating other land-use concerns. This includes advice on the potential inclusion of motorized trails in the Castle parks as part of an effective regional trail network.
- Provide advice on other tasks the advisory group should undertake as part of its updated mandate.
- Finalize the Terms of Reference for the Recreation Advisory Group.

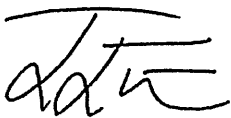
I am asking all members of the advisory group to continue to collaborate and work toward a common and positive outcome for the region. The advisory group will decide how best to organize around this work, but I encourage the formation of small and focused working groups that report back to the full advisory group on advice you collectively endorse, and share with me and my department.

I ask that you discuss any proposals or submissions at the advisory group table before submitting them to the department for consideration.

Environment and Parks can help provide secretariat support, such as scheduling meetings, agenda management, information sharing, etc.

I will track progress on this work closely and look forward to outcomes that will make all Albertans proud.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Nixon', with a horizontal line above the first few letters.

Jason Nixon  
Minister

cc: Roger Reid, MLA  
Livingstone-Macleod

Rob Simieritsch  
Environment and Parks