

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

April 28, 2020

1:00pm

- A. ADOPTION OF AGENDA
- B. DELEGATIONS
 - a) 1:00 pm Sam Scholfield, Pincher Creek and District Chamber of Commerce, Business Continuity Plan
- C. MINUTES/NOTES
 - 1. Council Committee Meeting Minutes
 - April 14, 2020
 - 2. Council Meeting Minutes
 - April 14, 2020
- D. BUSINESS ARISING FROM THE MINUTES
 - a) Waterton Springs Campgroup Update (no report included, will be presented verbally)
 - b) Castle Parks/Livingstone Porcupine Recreation Advisory Group (no report included, will be presented verbally)
 - c) PCCELC (no report included, will be presented verbally)
- E. UNFINISHED BUSINESS
- F. COMMITTEE REPORTS / DIVISIONAL CONCERNS
 - 1. Councillor Quentin Stevick – Division 1
 - Library
 - EMS
 - ASB Minutes March 4, 2020
 - 2. Councillor Rick Lemire – Division 2
 - 3. Councillor Bev Everts– Division 3
 - Alberta Southwest
 - FCSS
 - 4. Reeve Brian Hammond - Division 4
 - 5. Councillor Terry Yagos – Division 5
- G. ADMINISTRATION REPORTS
 - 1. Operations
 - a) Operations Report
 - Capital Budget Summary, dated April 23, 2020
 - PW Call Log, dated April 23, 2020
 - 2. Development and Community Services
 - a) AES Departmental Update
 - Report from Agricultural Fieldman dated April 23, 2020
 - 3. Finance
 - a) 2019 Financial Statements
 - Report from Director of Finance dated April 23, 2020
 - b) Funding for Recreation Study with Town of Pincher Creek
 - Report from Director of Finance dated April 23, 2020

4. Municipal

- a) Chief Administrative Officer Report
 - Report from CAO, dated April 22, 2020

H. CORRESPONDENCE

1. For Action

2. For Information

Recommendation to Council, dated April 23, 2020

- a) Childcare Opening in Pincher Creek
- b) ORRSC Executive Minutes February 13, 2020
- c) Government of Alberta Announces COVID-19 Matching Donation Program
- d) ORRSC Ministerial Order 036/20

I. CLOSED MEETING SESSION

J. NEW BUSINESS

K. ADJOURNMENT

Pincher Creek – Business Recovery Support Program (BRSP)

Small business is the backbone of our community.

COVID-19, the impact on human lives, and business has been catastrophic. While the government focus is largely on stopping the virus and protecting against the loss of lives, at a local level our focus can be on our business community. In Canada, the majority of business is under 5 employees.

We need to act now to help our businesses and ultimately our communities. We know from our Business Support Survey conducted in March that over 40% of our businesses are short on cash flow and need help with maneuvering the government programs. On a regional basis, (Okotoks and south) over 50 to 55% of the businesses **do not** qualify for any of the provincial or federal business support processes. We need a customized recovery plan.

What we are launching on a Local Level is a Business Recovery Support Program. The Goal:

*The Town in partnership with the Chamber of Commerce to provide a unified approach to **SUPPORT** Town and MD businesses in recovery.*

Short-term: 2020 - 2021

1. Complete a Business Needs Assessment – Business Advisory Services Voucher: Phase 1
2. Launch #LoveLocalPC Campaign
3. Provide Ask an Expert – Business Advisory Services Voucher: Phase 2

Long-term: 2021 - 2022

4. Bridging to an Entrepreneurial Ecosystem: Develop a plan for developing and supporting a resilient entrepreneurial ecosystem

Proposed Budget

| Phases | Business Supports | Estimated Budget |
|---|--|-------------------------|
| Designated Business Recovery Project Manager | 200– 300 businesses | \$75,000 |
| Business Recovery Centre | Services in Lieu Chamber | (\$30,000) |
| Phase 1: Business Needs Assessment Voucher | 30% of Town and MD businesses = 150 x \$500 pb. | \$75,000 |
| Phase 1: #LoveLocalPC campaign | Prizes - \$100 to 500 local business 'cheques'. May to Oct. 2020 | \$ 3,200 m/l |
| Phase 2: Business 'Ask an Expert' Training & Recovery Voucher Program | 50% of Phase 1 businesses = 75 x \$1,000 | \$75,000 |
| Phase 3: Bridging to a Entrepreneurial Ecosystem | 50 businesses @ \$1,000 | \$50,000 |
| | | ~\$300,000 to \$310,000 |

Please note – additional detail on each phase will be provided during our presentation.

Funding Options

| CARES | Partners | Others (TBC) |
|--|-------------------------------------|---------------------------|
| Designated Business Recovery Project Manager | SASCI - Voucher fund money \$25,000 | Shell Legacy Fund |
| \$75,000 (TBC) | Town = \$30,000 committed | Rural Opportunity Fund |
| 18-months | MD = \$30,000 TBC | Other regional businesses |
| | CofC = \$30,000 | SASCI additional funds? |

MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, April 14, 2020 10:00 am
Via Virtual Meeting

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland.

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 April 14, 2020 be approved as presented.

Carried

2. Livingstone Porcupine Recreation Advisory Group

Reeve Brian Hammond and Councillor Bev Everts discussed the changes to the Livingstone Porcupine Recreation Advisory Group and directed Administration to reach out to our partner Administrations in the MD's of Willow Creek and Ranchland on how best to work with this advisory group and see if there are common interests and or issues or concerns that we could voice as a region.

3. Closed Session:

Councillor Bev Everts

Moved that Council move into closed session to discuss the following, the time being 9:14 am:

- a) 2020 Revised Budget & Property Tax Discussion Part 3 – FOIP Section 23
- b) PCCCLC Discussion – FOIP Section 17
- c) CAO Performance Review – FOIP Section 19

Carried

Councillor Terry Yagos

Moved that Council open the Committee Meeting to the public, the time being 10:50 am.

Carried

4. Update for Council on COVID-19

DEM Brett Wuth attended the meeting at this time to discuss with Council an update on the COVID-19 situation.

5. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 11:44 pm.

Carried

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
APRIL 14, 2020

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, April 14, 2020, at 1:00 pm, via Virtual Meeting.

PRESENT Reeve Brian Hammond, Deputy Reeve Rick Lemire, Councillors Quentin Stevick, Bev Everts, 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 Executive Assistant Jessica McClelland.

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

a) **ADOPTION OF AGENDA**

Councillor Rick Lemire 20/132

Moved that the Council Agenda for April 14, 2020 be amended to include:

Finance

a) 2020 Budget

New Business

b) CAO Performance Review

c) Pincher Creek Community Early Learning Center

And that the agenda be approved as amended.

Carried

B. DELEGATIONS

C. MINUTES

1. Council Committee Meeting

Councillor Quentin Stevick 20/133

Moved that the Minutes for Council Committee Meeting on March 24, 2020 be amended to correct the spelling of “adjournment”,

AND THAT the minutes be approved as amended.

Carried

2. Council Meeting Minutes

Councillor Bev Everts 20/134

Moved that the Minutes for the Council Meeting on March 24, 2020 be approved as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

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 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
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F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
 - a) Pincher Creek Regional Library
 - b) Emergency Services Commission
 - c) Chinook Area Regional Library System
2. Councillor Rick Lemire – Division 2
 - a) Emergency Advisory Committee
3. Councillor Bev Everts– Division 3
 - a) Livingstone Porcupine Recreations Advisory Group
 - b) Family and Community Support Services
 - c) Pincher Creek Food Bank
 - d) RMA Conference Call
 - e) Agricultural Services Board
4. Reeve Brian Hammond - Division 4
 - a) Joint Health and Safety
 - b) Regional District of East Kootenai Meeting
5. Councillor Terry Yagos – Division 5
 - a) Emergency Advisory Committee

Councillor Terry Yagos 20/135

Moved to accept the Committee Reports and information.

Carried

Eric Blanchard called into the meeting at this time to discuss the Public Works Call Log, and left the meeting at 1:46 pm.

G. ADMINISTRATION REPORTS

1. Operations

a) Operations Report

Councillor Bev Everts 20/136

Moved that Council receive for information the following Operations documents.

- Capital Budget Summary, dated April 9, 2020
- Public Works Call Log, dated April 9, 2020

Carried

2. Development and Community Services

a) AES Report for March 2020

Councillor Quentin Stevick 20/137

Moved that Council accept the AES Report for March 2020 as information.

Carried

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b) MD Enhanced Police Officer Report

Councillor Terry Yagos 20/138

Moved that Council accept the MD Enhanced Police Officer Report for March 2020 as information.

Carried

3. Finance

a) 2020 Budget

Councillor Rick Lemire 20/139

Move that Council adjust the approved 2020 operating budget to support rate payers through the economic hardship of COVID-19 by maintaining the tax rate from 2019;

AND THAT the municipal tax levy be amended from \$11,868,575 to \$11,281,275;

AND THAT the tax penalty be reduced by \$16,000;

AND FURTHER THAT the budget be amended to balance by an operational savings of \$603,300 as presented.

Carried

b) 2020 Tax Rate Bylaw

Councillor Terry Yagos 20/140

Moved that Bylaw 1319-20, being the Bylaw to authorize the rates of taxation for 2020, be given first reading.

Carried

Councillor Quentin Stevick 20/141

Moved that Bylaw 1319-20, being the Bylaw to authorize the rates of taxation for 2020, be given second reading.

Carried

Councillor Bev Everts 20/142

Moved that Bylaw 1319-20, being the Bylaw to authorize the rates of taxation for 2020, be presented for third reading.

Carried Unanimously

Councillor Terry Yagos 20/143

Moved that Bylaw 1319-20, being the Bylaw to authorize the rates of taxation for 2020, be given third and final reading.

Carried

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c) Changes to the 2020 Tax Penalties

Councillor Quentin Stevick 20/144

Moved that Council waive the tax penalty for outstanding taxes on July 2, 2020 and reduce the November 1, 2020 penalty to 2%.

Carried

d) Changes to the 2020 Utility Penalties

Councillor Terry Yagos 20/145

Moved that Council waive all penalties associated with utilities from April 20, 2020 to December 31, 2020.

Carried

4. Municipal

a) Chief Administrative Officer Report

Councillor Rick Lemire 20/146

Moved that Council receive for information, the Chief Administrative Officer's report dated April 9, 2020.

Carried

H. CORRESPONDENCE

1. For Action

a) Request for a Council Resolution Supporting an Interagency Preplan Exercise at Castle Resort

Councillor Quentin Stevick 20/147

Moved that Council approve the proposed Castle Preplan Interagency Exercise by Pincher Creek Emergency Services Commission, this exercise will involve using resources from adjacent jurisdictions to set up structure protection for Castle Resort, the University of Lethbridge site, Camp Impessa, and Beaver Mines.

Carried

b) Request for Partnership with Shootin the Breeze

Councillor Bev Everts 20/148

Moved that administration be directed to contact Shootin the Breeze for further input on the MD partnering with the local paper.

Carried

2. For Information

Councillor Rick Lemire 20/149

Moved that a letter be sent to STARS, with copies sent to the CAO's of our neighboring Municipalities, advising that as circumstances with the COVID-19 pandemic have changed

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our practices, we are able to reallocate resources and move the airport snow removal up in priority.

Carried

Councillor Terry Yagos 20/150

Moved to receive the following as information:

- a) Local and Regional Emergency Resources
- b) Changes to Landfill Operations During COVID-19
- c) ICF Letter from Town to Municipal Affairs
- d) Community Foundation: Announcing a shift in our granting programs
- e) AltaLink's Chapel Rock to Pincher Creek Area Transmission Development
- f) Artist Project Update
- g) Food Bank Situational Update

Carried

I. CLOSED SESSION

J. NEW BUSINESS

- a) Changes to Scheduled Events

Councillor Quentin Stevick 20/151

Moved that to keep with proper social distancing, and recommendations from the Province on numbers of people in groups, that Council cancel previously arranged events:

- Coffee with Council Lundbreck (May 7)
- Beaver Mines Clean up (May 9)
- Coffee with Council Summerview (June 11)

Carried

- b) CAO Performance Review

Administration was directed to draft a letter for Reeve Brian Hammond to sign.

- c) Pincher Creek Community Early Learning Center (PCCELC)

Councillor Rick Lemire 20/152

Moved that administration prepare an Agreement between the MD of Pincher Creek and the Town of Pincher Creek which clearly identifies that any financial contribution towards the Capital Costs of constructing the Pincher Creek Community Early Learning Center facilities at St. Michael's School and Canyon School would be a vested interest in the value of that capital property. That is to say that if such a contribution were to be one quarter of the capital investment required, then the MD's ownership interest in that property would be one quarter of the capital value of that property.

Councillor Quentin Stevick requested a recorded vote:

| | |
|--------------------------|----------------------------|
| In Favor: | Opposed: |
| Councillor Bev Everts | Councillor Quentin Stevick |
| Councillor Rick Lemire | |
| Councillor Brian Hammond | |
| Councillor Terry Yagos | |

Motion Carried

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Councillor Rick Lemire 20/153

Purposed an amendment to the above agreement with the Town for the Pincher Creek Community Early Learning Center be for up to 25% investment in the Capitol costs.

Councillor Quentin Stevick requested a recorded vote:

| | |
|--------------------------|----------------------------|
| In Favor: | Opposed: |
| Councillor Bev Everts | Councillor Quentin Stevick |
| Councillor Rick Lemire | Councillor Terry Yagos |
| Councillor Brian Hammond | |

Motion Carried

I. ADJOURNMENT

Councillor Terry Yagos 20/154

Moved that Council adjourn the meeting, the time being 3:50 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
March 4, 2020 – MD Council Chambers

Present: Councillors Quentin Stevick, and Terry Yagos and Members Anna Welsch, David Robbins, and Frank Welsch.

Also Present: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Agricultural Fieldman Shane Poulson, and Executive Assistant Jessica McClelland.

Absent: Councillor Bev Everts and Martin Puch

Frank Welsch called the meeting to order at 1:30 pm.

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 20/031

Moved that agenda be amended to include: Gift Card for Environmental Technician

AND THAT the agenda be approved as amended.

Carried

B. MINUTES

Anna Welsch 20/032

Moved that the minutes of February 5, 2020 be amended to reflect that David Robbins was in attendance and Frank Welsch was not;

AND THAT the minutes be approved as amended.

Carried.

C. BUSINESS ARISING FROM THE MINUTES

Councillor Quentin Stevick 20/033

Moved that as the gift card originally purchased for the Environmental Technician was to the now destroyed Grill Restaurant, that administration be authorized to purchase another gift card for a value of \$75.

Carried

D. ASB KEY CONTACT REPORT

David Robbins 20/034

Moved that the oral report from key contact Bradley Smith be received as information.

Carried

E. UNFINISHED BUSINESS

F. 2020 AES DEPARTMENT REPORT

Councillor Terry Yagos

20/035

Moved to accept the departmental report from the Agricultural Fieldman for February 2020 as information.

Carried

G. CORRESPONDENCE

1. FOR ACTION

a) Pest and Nuisance Control Regulation - Fusarium

Anna Welsch

20/036

Moved that the Pest and Nuisance Control Regulation be received as information.

Carried

2. FOR INFORMATION

a. Prairie Cover Crop Survey

Anna Welsch

20/037

Moved that the Prairie Cover Crop Survey be shared on the MD's social media sites;

AND THAT it received as information.

Carried

b. Invitation to attend March 12th Native Trout Stakeholder Workshop

David Robbins

20/038

Moved that the Invitation to attend March 12th Native Trout Stakeholder Workshop be received as information.

Carried

c. Modernizing the Alberta Shelterbelt Management Program

Anna Welsch

20/039

Moved that the Modernizing the Alberta Shelterbelt Management Program be received as information.

Carried

d. Working Well - spaces available for spring 2020 workshops

Councillor Terry Yagos

20/040

Directed administration to look into hosting a Working Well Workshop for residents in the MD of Pincher Creek.

Carried

e. Getting Into Retail

Anna Welsch

20/041

Moved that the Getting into Retail event be received as information.

Carried

f. Time to Recycle those Empty Grain Bags in Alberta

David Robbins

20/042

Moved that the Time to Recycle those Empty Grain Bags in Alberta be received as information.

Carried

g. Waterton Biosphere Reserve Newsletter

Anna Welsch

20/043

Moved that the Waterton Biosphere Reserve Newsletter be received as information.

Carried

H. NEW BUSINESS

Copy of ASB Budget Comparison

Anna Welsch 20/044

Moved that the ASB Budget Comparison be received as information.

Carried

I. NEXT MEETING

Moved that the next ASB meeting is on Wednesday, April 1, 2020 at 1:30 pm.

J. ADJOURNMENT

Councillor Terry Yagos 20/045

Moved to adjourn the meeting, the time being 2:32 pm.

Carried

ASB Chairperson

ASB Secretary



M.D. OF PINCHER CREEK NO. 9 OPERATIONS REPORT

1.0 Operations Activity Includes:

- 1.1 Beaver Mines and Capital Projects.
- 1.2 Review the policy of C-PW-009 Dust Control.
- 1.3 Meeting on Traffic Counters.
- 1.4 Meeting on Dust Control.
- 1.5 Submittal of application to AEP.

2.0 Upcoming:

- 2.1 Beaver Mines and Capital Projects.

3.0 Public Works Activity Includes:

3.1 Bridge Maintenance, Inspections and Texas Gates

- 3.1.1 There is nothing to report at this time.

3.2 Cold Mix Asphalt and chip seal

- 3.2.1 Public Works is in the Progress of getting pricing by contractors for the removal of damaged locations of cold mix with gravel on Maycroft and Christie Mines Roads. The proposed work for a contractor to proceed with this is the middle of May 2020. The work is depending on weather conditions.

3.3 Permanent & Temporary Snow Fence Repairs

- 3.3.1 Public Works started removing temporary snow fence in all Divisions. The proposed completion of the work is May 7, 2020. The work is dependant on weather conditions.
- 3.3.2 Permanent snow fencing assessments in all Divisions totalled length of 20,448 meters. A review of using MSI as an option for next year in 2021 is recommended to start on major and reconstruction for new fencing by using MD staff.

3.4 Continuous Dust Suppression Program

- 3.4.1 There is a total of five (5) carts of Lignosulfonate for dust control scheduled at the end of next month.

3.5 Signage Repairs

- 3.5.1 There is nothing to report.

3.6 Road Works, & Miscellaneous

- 3.6.1 The gravel haul tender is reviewed and completed. Eight (8) selected hired gravel trucks will commence on May 11, 2020, for five (5) weeks where Public Works will follow the one (1) year aggregate plan for gravel roads.
- 3.6.2 Motor grader maintenance on all gravel roadways has started in all Divisions.
- 3.6.3 Six (6) dual tube classifier counters will begin next week on Gladstone, Maycroft, Southfork Hill, and Christie Mines Roads. The information collected will be added for Annual Average Daily Traffic (AADT) on the five-Year Road Master Plan under Methodology and Information Collected.

4.0 Capital Projects Update:

4.1.1 Bridges & Miscellaneous

MSI projected Cash Flow Summary sheet is provided to show the total costs of all Capital Projects.

4.1.2 Bridge File 6613 Status: The MD has requested a conference call meeting next week with WSP and the contractor regarding traffic accommodation, notification to the public, and any issues that could happen on this project. The construction is scheduled to take place on August 15, 2020 to September 20, 2020.

- Bridge File: 6613 (SW 3-9-1-W5)
- Location: Cabin Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: Ossa Terra Ltd.
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.3 Bridge File 7235 Status: The tender package is scheduled to be sent out for pricing by the end of April 30, 2020, with a tender closing of May 14, 2020. The proposed construction is to take place from August 15 through September 30, 2020.

- Bridge File: 7235
- Location: Scottons (NW 5 - 9-1-W5M)
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: TBD
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.4 **Bridge File 76293 Status:** The tender package is scheduled to be sent out for pricing on May 7, 2020, with tender closing of May 21, 2020. The proposed construction is to take place from August 15 through September 30, 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: WSP Engineering
- Contractor: N/A
- Funding: Provincial Gas Tax

4.1.5 **Bridge File 8860 Status:** We are waiting for DFO request for review as we need the authorization to proceed as one (1) pier is in the water. The proposed construction of this project will be from August 15 through September 30, 2020. – In Progress

- Bridge File: 8860 (NW 11-6-2-W5)
- Location: Beaver Mines Creek
- Scope of Work: Repair selected piles and replace all caps
- Consultant: Roseske Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

4.1.6 **Bridge File 13957 Status:** The proposed construction completion of this project will be in September 2020. – in Progress

- Bridge File: 13957 (NE 5-8-2-W5)
- Location: Connelly Creek
- Scope of Work: Replacement of abutement caps
- Consultant: Roseke Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

4.1.7 **Bridge File 75009 Status:** The project has completed the bridge culvert design. There is nothing to report.

- Bridge File: 75009 (NE 9-9-2-W5)
- Location: Wild Cat Ranch
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roseke Engineering
- Contractor: N/A
- Funding: Reserve under the bridge repair, replacement

4.1.8 **Bridge File 75377 Status:** The project is only to do the bridge design with the Engineering Company with completion by August 2020.

- Bridge File: 75377 (NW 8-6-2-W5)
- Location: Local Road over Screwdriver Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roseke Engineering
- Contractor: N/A
- Funding: Reserve under the bridge repair, replacement

4.2 Road & Miscellaneous

4.2.1 **Lundbreck Road Status:** The tender package has been sent out on April 9, 2020, and with a tender closing date of April 23, 2020. Tenders openings will be closed to the public due to the COVID-19 pandemic; unofficial results shall be distributed by email or fax to bidders.

- Roads: 3rd Street
- Location: Lundbreck
- Scope of Work: New asphalt & drainage improvements
- Consultant: WSP Engineering
- Contractor: TBD
- Funding: MSI funding

4.2.2 **RR29-3 Road Status:** The Public Works has received the soil stabilizer product by the supplier. The proposed work is in June 2020.

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

4.2.3 **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. The proposed work is in the 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
- Funding: MSI funding

4.3 Facilities

4.3.1 **Camera Security Status:** The Consultant has completed the design of the project. A request for quotation (RFQ) will be sent to qualified electrical contractors for competitive pricing with a construction completion date of June 12, 2020.

- Location: Administration and Public Works Buildings
- Scope of Work: Camera security system
- Consultant: SMP Engineering
- Contractor: N/A
- Funding: MSI

5.0 Beaver Mines Water Servicing & Waste Water Collection

5.1.1 There is nothing to report at this time.

6.0 Beaver Mines Lift Station and ForceMain

6.1.1 There is nothing to report at this time.

7.0 Beaver Mines Waste Water Treatment System

7.1.1 The submission from the Consultant for Environmental Approval with the Province was sent on April 16, 2020.

8.0 Castle Area Regional Water Supply Contracts 1:

8.1.1 LW Dennis has begun mobilizing equipment to the site and will begin site preparation outside of Castle Provincial Park beginning of next week.

9.0 Castle Area Regional Water Supply Contracts 2:

9.1.1 Booster Station at Castle Park and Beaver Mines:

- (a) The contractor has completed all work to date that they are capable of completing.
- (b) The contractor will remobilize to complete final commissioning of each site when water is available.

Attachments

Program Capital Projects Status
Call Logs

Recommendation:

That the Operations report for April 23, 2020, will include the Program Capital Projects Status update, and the call log is received as information.

Prepared by: Aaron Benson

Date: April 23, 2020

Reviewed by: Troy MacCulloch *TMC*

Date: April 23, 2020

Submitted to: Council

Date: April 23, 2020

Capital Budget Summary

| Project # | Service Area | Description | Total Cost | Sources of Project Funding | | | | | Total Revenue |
|-----------------------------------|--------------------|--|-------------------|----------------------------|----------------|------------------|------------------|----------------|-------------------|
| | | | | MSI | Gas Tax | Other Grants | Debt | Reserves | |
| Infrastructure | | | | | | | | | |
| 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 Screwdriver 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 |
| Infrastructure Total | | | 14,492,000 | 2,031,000 | 440,000 | 8,968,334 | 2,488,332 | 564,334 | 14,492,000 |
| Equipment | | | | | | | | | |
| | 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 |
| Equipment Total | | | 115,000 | | | | | 115,000 | 115,000 |
| Fleet | | | | | | | | | |
| Fleet Total | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Information Services | | | | | | | | | |
| Information Services Total | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Facilities | | | | | | | | | |
| ADMIN-SEC-1 | Public Works/Admin | Security Camera for Admin and PW Buildings | 85,000 | 85,000 | | | | | 85,000 |
| Facilities Total | | | 85,000 | 85,000 | | | | | 85,000 |
| Grand Total | | | 14,692,000 | 2,116,000 | 440,000 | 8,968,334 | 2,488,332 | 679,334 | 14,692,000 |

*The M.D. has submitted an application for grant funding under the Local Roads & Bridges Program under STIP (AB Transportation). For budget purposes this project will flow through the guaranteed MSI funding.

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 Capital Projects as of April 23, 2020

MSI Projected Cash Flow Summary

| | | |
|--|-------------|--------------------|
| Opening Balance as of December 31, 2019 | | 5,850,000 |
| 2020 Projects | | |
| Lundbreck Pave and Drainage (3rd street) | (195,000) | |
| RR29-3 (North of 507 East, to Tower Road) | (150,000) | |
| Southfork Hill | (40,000) | |
| Bridge File # 6613 Cabin Creek | (698,000) | |
| Bridge File #7235 Scottons | (948,000) | |
| Security System | (85,000) | |
| Total MSI Outflow 2020 | | (2,116,000) |
| 2020 Estimated MSI Allocation | | 800,000 |
| Projected Balance as at December 31, 2020 | | 4,534,000 |
| 2021 Projects | | |
| Southfork Hill | (1,072,000) | |
| Maycroft Road (12.6km) | (50,000) | |
| Total MSI Outflow 2021 | | (1,122,000) |
| 2021 Estimated MSI Allocation | | 800,000 |
| Projected Balance as at December 31, 2021 | | 4,212,000 |
| 2022 Projects | | |
| Southfork Hill | (851,250) | |
| Gladstone Valley Road (9 km) | (40,000) | |
| Maycroft Road (12.6km) | (700,000) | |
| Total MSI Outflow 2021 | | (1,591,250) |
| 2022 Estimated MSI Allocation | | 800,000 |
| Projected Balance as at December 31, 2022 | | 3,420,750 |

| 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 approach built | Developer | waiting on agreement with Development Officer | 18-Apr-18 | - | - |
| 1617 | | | Division 1 | West Kerr | - | Corner need attention MD's most dangerous area | Erik/Aaron/Roland | To meet w/Russell | 30-May-18 | Met Nov 7 | Defered June 2020 |
| 1643 | | | Division 4 | SW22 T7 R1 W5 | - | Would like a culvert put in to solve water problem | Eric/Bob M | To be scheduled | 26-Jun-18 | inspected site Dec.10 | Defered to May 2020 |
| 1982 | | | Division 2 | - | - | The old Reed Pit needs to be reclaimed | Aaron/WSP | On the list | 27-Jun-19 | Talked w/colony Jan 08 2020 | - |
| 1995 | | | Division 2 | NW23 T5 R29 W4 | #5313 | Wetland/shoulder of road & drainage problem | Eric Blanchard | Engineer to look at 2020 Project | 16-Jul-19 | November 1, 2019 | Defered to May 2020 |
| 2014 | | | Division 3 | NW3 T6 R2 W5 | - | Culvert smashed | Bob Millar | On list to do | 29-Jul-19 | October 2019 | Defered to August 2020 |
| 2058 | | | Division 1 | NE3 T5 R29 W4 | - | Needs existing approach widened for Super B's | Eric Blanchard | To be done | 9-Sep-19 | October 16 followup | Defered to May 2020 |
| 2074 | | | Division 4 | A/P road n.of Cowley | - | complaining of big rocks on road needs proper gravel pounded down | Eric/Brian | On to do list | 23-Sep-19 | October 2019 | Defered to June 2020 |
| 2134 | | | Division 5 | SE16 T8 R2 W5 | - | RQ to have a cattle guard removed from MD Road memo from Head Office July 3 /PW just heard now | Eric Blanchard | Been in contact | 12-Nov-19 | Met w/Roger Pizony in December | Defered to May 2020 |
| 2182 | | | Division 3 | SE18 T6 R1 W5 | - | An E-mail from Brian Hammond re culvert issues | Eric Blanchard | Will contact for detailed info | 12-Jan-20 | Met On Feb 27th | Will Reassess in May |
| 2206 | | | Division 3 | SW15 T6 R2 W5 | - | Grader operator knocked down post or part of his fence & would like it repaired as needs to use field | Tony Tuckwood | Completion at a later date | 14-Feb-20 | Feb 20 temporarily fixed | Defered to May 2020 |
| 2213 | | | Division 5 | SW35 T8 R3 W5 | #3106 TWP8-5A | Still has not received their blue sign/ordered last spring | Joyce/Roland | Completed | 25-Feb-20 | Signs are in/Waiting for map from development | 23-Apr-20 |
| 2230 | | | Division 1 | SW21 T4 R29 W4 | #4315 RR29-4 | Damaged culver (grader oops) to be repaired | To Do List | Culvert repair | 20-Mar-20 | For Spring | Defered June 2020 |
| 2247 | | | Division 4 | SW25 T8 R29 W4 | - | Culvert Problem | Bob Salmon | On culvert list | 07-Apr-20 | Authorized to put pit run their approach | 14-Apr-20 |
| 2249 | | | Lundbreck | 452 Patton Ave | - | has water on his lawn RQ if we could plow alley to help | Bobs/Eric | Checking it out | 08-Apr-20 | Alley has been plowed | 09-Apr-20 |
| 2250 | | | Division 3 | SE6 T7 R1 W5 | #7002 RR1-5 | Blocked culvert top of approach | Tony Tuckwood | To be cleaned /Sinnott | 08-Apr-20 | - | 13-Apr-20 |
| 2251 | | | Division 4 | NE27 T8 R1 W5 | - | Blocked Culvert/water flowing wrong way | John | In progress | 09-Apr-20 | Waiting for 1st Call | |
| 2252 | | | Division3 | SE34 T5 R2 W5 | - | Fence Repair Notch Road | Eric Blanchard | Met on April 14 2020 | 09-Apr-20 | Agreed to meet in 2 week to re-assess | |
| 2253 | | | Division 4 | | - | Road Use Agreement for Waldren Pit | Eric Blanchard | Completed | 13-Apr-20 | Draft sent April 15 | 20-Apr-20 |
| 2254 | | | Division 5 | NW16 T7 R1 W5 | #7229 RR2-4 | Water flowing up from barricades/Lundbreck Falls | Eric/John | Completed | 14-Apr-20 | - | 20-Apr-20 |
| 2255 | | | Division 3 | NW12 T5 R2 W5 | - | Road needs a plow | Tony Tuckwood | Completed | 15-Apr-20 | NA | 15-Apr-20 |
| 2256 | | | Division 4 | NE6 T8 R1 W5 | - | Road washing out wanting gravel to fix it | John | In progress | 15-Apr-20 | went to visit site April 16 Need drying and grading | |
| 2257 | | | Lundbreck | - | - | wanting to build a garage/Granny Suite | Roland | senr Email | 15-Apr-20 | Left w/Roland | 15-Apr-20 |
| 2258 | | | Division 4 | SW7 T8 R1 W5 | #1521 Twp 8-2 | Road north of Cowley by glider strip | Brian | Completed | 16-Apr-20 | NA | 16-Apr-20 |
| 2259 | | | Division 1 | NW17 T3 R29 W4 | #3227 RR29-5 | RQ to have driveway plowed | Rod Nelson | On the list | 16-Apr-20 | - | 17-Apr-20 |
| 2260 | | | Lundbreck | | - | RQ to grade trailor park | Davw Sekella | Completed | 17-Apr-20 | - | 17-Apr-20 |
| 2261 | | | Division 3 | SE14 T6 R2 W5 | - | Big hole and mud @ dead stock bin 507 | Eric/Brad | Completed | 17-Apr-20 | Shape mud hole on Friday, will add gravel Monday | 21-Apr-20 |
| 2262 | | | Division 1 | SE35 t4 R30 W4 | - | Looking for Compensation to rebuild fence | Eric Blanchard | Will go visit site and look at policies | 20-Apr-20 | Visited site on the 22nd | |
| 2263 | | | Division 2 | #1 Lowland Heights | East side of gate | Vehicle accident damaged culvert Needs advice re insurance | Eric Blanchard | In progress | 20-Apr-20 | Spoke to her on April 23rd | |
| 2264 | | | Division 5 | NW32 T9 R2 W5 | Willow Valley | By old major culvert repair site Water issue | John/Dave | Being investigated | 21-Apr-20 | Need steamer/Sinnot | |
| 2265 | | | Division 1 | SW5 T4 R29 W4 | #4009 RR29-5 | Plugged Culvert RR29-5 | Eric Blanchard | to be completed | 21-Apr-20 | Spoke to him on April 23rd | |
| 2266 | | | Division 2 | Pincher Station | - | New employee has questions: RQ to MD | Eric Blanchard | Completed | 22-Apr-20 | Talked to him on the phone | 22-Apr-20 |
| 2267 | | | Division 3 | Beaver Mines | 7th Street | Would like gravel on the street | Eric Blanchard | Will call him | 22-Apr-20 | Will action when it dries | |
| 2268 | | | Division 3 | NW3 T7 R1 W5 | #7019 RR1-3 | Asking for gravel on MD RR1-3 | Eric Blanchard | To Access | 22-Apr-20 | Will look at it April 24th | |
| 2269 | | | Division 3 | Gladstone Road | - | Rough road sign need to be move toward stanley fisher | Eric/Don | Completed | 22-Apr-20 | | 23-Apr-20 |

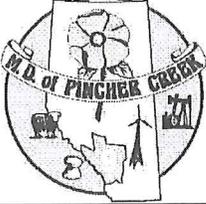
AES, April, 2020

- April 1 – 3, Resumes and Interviews
- April 3, shop work, safety (SDS's)
- April 6 – 8, spray units' & shop maintenance, cleaning, prep etc.
- April 6 – 9, working on administrative equipment (computers, tablets, GIS, Spots etc.)
- April 10, Easter Friday STAT
- April 13, Easter Monday STAT
- April 14 – 17, Resumes, Interviews, Hiring
- April 14 – 17, working on equipment
- April 14, meeting with CNP
- April 15, ASB Meeting, ASB funding webinar
- April 16, records and mapping, safety (truck kits)
- April 17, vacation day
- April 20, orientation and safety for first crew member
- April 21, 22, interviews and hiring
- April 21 – 24, snow gone, gophers in Lundbreck
- April 21 – 24, equipment and facilities prep
- April 22 – 24, reporting, funding documents
- April 22, provincial ASB webinar
- April 23, South-West Invasives Managers (SWIM) meeting
- April 24, dams, reporting
- April 27 – 31, equipment and facilities prep
- April 28, go over rental equipment procedures
- April 29, deadstock (bin assessments, reporting, etc.)
- April 29 – 31, getting safety documents ready and available for crew in May
- April 30, crew work/training schedule for May
- April 31, equipment prep (ready for use prep)

Sincerely,

Shane Poulsen,
Agricultural Fieldman

Recommendation to Council

| | | | |
|--|------------------------------|---|---|
| TITLE: 2019 Financial Statements | |  | |
| PREPARED BY: Meghan Dobie | | DATE: April 23, 2020 | |
| DEPARTMENT: Finance | | | |
| Department Supervisor | | | ATTACHMENTS: 1. 2019 Financial Package from Avail |
| APPROVALS: | | | |
|  <hr/> Department Director | April 23, 2020 <hr/> Date |  <hr/> CAO | 23 Apr 2020 <hr/> Date |

RECOMMENDATION:

That council approve the 2019 Annual Financial Statements as presented.

BACKGROUND:

- Financial statements were prepared and audited by Avail

FINANCIAL IMPLICATIONS:

None at this time

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

Consolidated Financial Statements

For the year ended December 31, 2019

Draft - April 2, 2020

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
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For the year ended December 31, 2019

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Draft - April 2, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To: The Reeve and Members of Council of
the Municipal District of Pincher Creek No. 9

Opinion

We have audited the consolidated financial statements of the Municipal District of Pincher Creek No. 9 which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Municipal District of Pincher Creek No. 9 as at December 31, 2019, the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipal District of Pincher Creek No. 9 in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipal District of Pincher Creek No. 9's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipal District of Pincher Creek No. 9 or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipal District of Pincher Creek No. 9's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

INDEPENDENT AUDITOR'S REPORT, continued

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipal District of Pincher Creek No. 9's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipal District of Pincher Creek No. 9's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

- **Debt Limit Regulation:**
In accordance with Alberta Regulation 255/2000, we confirm that the Municipal District of Pincher Creek No. 9 is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in note 17.
- **Supplementary Accounting Principles and Standards Regulation:**
In accordance with Alberta Regulation 313/2000, we confirm that the Municipal District of Pincher Creek No. 9 is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 20.

Lethbridge, Alberta

April 14, 2020

Chartered Professional Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Municipal District of Pincher Creek No. 9.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Municipal District of Pincher Creek No. 9 maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Municipal District of Pincher Creek No. 9's assets are properly accounted for and adequately safeguarded.

The elected Council of the Municipal District of Pincher Creek No. 9 is responsible for ensuring that management fulfils its responsibilities for financial statements.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Municipal District of Pincher Creek No. 9. Avail LLP has full and free access to the Council.

Chief Administrative Officer

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2019

| | 2019 | 2018 |
|--|---------------|---------------|
| Financial assets | | |
| Cash and temporary investments (note 2) | \$ 14,045,199 | \$ 7,594,738 |
| Taxes and grants in place of taxes receivable (note 3) | 373,017 | 518,900 |
| Trade and other receivables (note 4) | 1,507,679 | 1,158,138 |
| Investments (note 5) | 9,093,012 | 8,671,132 |
| Debt charges recoverable (note 6) | 1,933,022 | 2,053,502 |
| | 26,951,929 | 19,996,410 |
| Liabilities | | |
| Accounts payable and accrued liabilities | 1,990,909 | 957,327 |
| Employee benefit obligations (note 8) | 620,651 | 771,677 |
| Deferred revenue (note 9) | 10,905,788 | 5,677,410 |
| Long-term debt (note 10) | 4,178,212 | 4,741,552 |
| | 17,695,560 | 12,147,966 |
| Net financial assets | 9,256,369 | 7,848,444 |
| Non-financial assets | | |
| Prepaid expenses | 131,677 | 127,626 |
| Inventory for consumption | 2,719,147 | 2,600,045 |
| Tangible capital assets (schedule 2) | 64,892,483 | 58,187,829 |
| | 67,743,307 | 60,915,500 |
| Accumulated surplus (note 11 and schedule 1) | \$ 76,999,676 | \$ 68,763,944 |

Commitment and contingency (note 18)

Approved on behalf of Council:

Councillor _____

Councillor _____

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2019

| | Budget (Unaudited) | 2019 | 2018 |
|---|-----------------------|----------------------|----------------------|
| Revenue | | | |
| Net municipal property taxes (note 14) | \$ 11,995,720 | \$ 12,073,910 | \$ 11,507,105 |
| User fees and sales of goods | 421,670 | 389,643 | 344,375 |
| Government transfers for operating (note 15) | 490,860 | 470,012 | 401,736 |
| Investment income | 266,000 | 351,926 | 309,399 |
| Penalties and costs of taxes | 78,000 | 101,572 | 143,761 |
| Licenses and permits | 62,750 | 113,983 | 108,439 |
| Gain on disposal of tangible capital assets | - | 39,958 | 127,558 |
| Rental | 315,870 | 359,469 | 390,239 |
| Other | 258,240 | 124,642 | 250,745 |
| | 13,889,110 | 14,025,115 | 13,583,357 |
| Expenses (note 16) | | | |
| Legislative | 254,520 | 200,281 | 217,577 |
| Administration | 2,613,873 | 2,527,208 | 2,486,136 |
| Police, fire, disaster, ambulance and bylaw enforcement | 853,909 | 913,103 | 849,198 |
| Roads, streets, walks and lighting | 8,143,305 | 7,074,944 | 7,887,739 |
| Airport | 848,574 | 855,866 | 858,403 |
| Storm sewers and drainage | 9,930 | 4,140 | 22,620 |
| Water supply and distribution | 379,100 | 449,688 | 346,401 |
| Wastewater treatment and disposal | - | 174,037 | - |
| Waste management | 342,100 | 319,987 | 352,572 |
| Family and community support services | 134,000 | 133,514 | 133,514 |
| Cemeteries and crematoriums | 45,960 | 45,960 | 45,960 |
| Land use planning, zoning and development | 486,250 | 493,753 | 331,213 |
| Agricultural and environmental services | 622,210 | 533,056 | 503,602 |
| Parks and recreation | 385,200 | 396,598 | 433,459 |
| Culture - libraries, museums, halls | 284,900 | 279,608 | 285,264 |
| | 15,403,831 | 14,401,743 | 14,753,658 |
| Deficiency of revenue over expenses before other | (1,514,721) | (376,628) | (1,170,301) |
| Other | | | |
| Government transfers for capital (note 15) | 20,060,830 | 8,612,360 | 5,434,859 |
| Excess of revenue over expenses | 18,546,109 | 8,235,732 | 4,264,558 |
| Accumulated surplus, beginning of year | 68,763,944 | 68,763,944 | 64,499,386 |
| Accumulated surplus, end of year | \$ 87,310,053 | \$ 76,999,676 | \$ 68,763,944 |

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the year ended December 31, 2019

| | Budget (Unaudited) | 2019 | 2018 |
|---|-----------------------|--------------|--------------|
| Excess of revenue over expenses | \$ 18,546,109 | \$ 8,235,732 | \$ 4,264,558 |
| Acquisition of tangible capital assets | (27,732,500) | (10,009,220) | (8,049,050) |
| Amortization of tangible capital assets | 3,300,000 | 3,290,561 | 3,301,784 |
| Gain on disposal of tangible capital assets | - | (39,611) | (126,778) |
| Proceeds on disposal of tangible capital assets | - | 53,617 | 196,977 |
| | (24,432,500) | (6,704,653) | (4,677,067) |
| Net change in inventory for consumption | - | (119,103) | (150,131) |
| Net change in prepaid expense | - | (4,051) | 8,274 |
| | - | (123,154) | (141,857) |
| Increase in net financial assets | (5,886,391) | 1,407,925 | (554,366) |
| Net financial assets, beginning of year | 7,848,444 | 7,848,444 | 8,402,810 |
| Net financial assets, end of year | \$ 1,962,053 | \$ 9,256,369 | \$ 7,848,444 |

Draft - April 2, 2020

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2019

| | 2019 | 2018 |
|--|---------------|--------------|
| Operating transactions | | |
| Excess of revenue over expenses | \$ 8,235,732 | \$ 4,264,558 |
| Adjustments for items which do not affect cash | | |
| Gain on disposal of tangible capital assets | (39,611) | (126,778) |
| Amortization of tangible capital assets | 3,290,561 | 3,301,784 |
| | 11,486,682 | 7,439,564 |
| Net change in non-cash working capital items | | |
| Taxes and grants in place of taxes receivable | 145,883 | (41,684) |
| Trade and other receivables | (349,541) | (377,944) |
| Investments | (421,880) | (181,136) |
| Debt charges recoverable | 120,480 | 120,284 |
| Inventory for consumption | (119,103) | (150,131) |
| Prepaid expenses | (4,051) | 8,274 |
| Accounts payable and accrued liabilities | 1,033,582 | 105,619 |
| Employee benefit obligations | (151,026) | 39,245 |
| Deferred revenue | 5,228,378 | (1,307,021) |
| Cash provided by operating transactions | 16,969,404 | 5,655,070 |
| Capital transactions | | |
| Proceeds on disposal of tangible capital assets | 53,617 | 196,977 |
| Acquisition of tangible capital assets | (10,009,220) | (8,049,050) |
| Cash applied to capital transactions | (9,955,603) | (7,852,073) |
| Financing transactions | | |
| Repayment of long-term debt | (563,340) | (549,655) |
| Increase (decrease) in cash and temporary investments | 6,450,461 | (2,746,658) |
| Cash and temporary investments, beginning of year | 7,594,738 | 10,341,396 |
| Cash and temporary investments, end of year | \$ 14,045,199 | \$ 7,594,738 |

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies

The consolidated financial statements of the Municipal District of Pincher Creek No. 9 are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipal District of Pincher Creek No. 9 are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Municipal District of Pincher Creek No. 9 and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies, continued

- (e) **Inventories for resale**
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.
- (f) **Debt charges recoverable**
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.
- (g) **Contaminated sites liability**
Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.
- (h) **Tax revenue**
Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.
- Requisitions operate as a flow through and are excluded from municipal revenue.
- (i) **Reserves for future expenses**
Reserves are established at the discretion of Council to set aside funds for future operating and capital expenses. Transfers to and/or from reserves are reflected as an adjustment to the respective fund.
- (j) **Requisition over-levy and under-levy**
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. Significant accounting policies, continued

(k) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(l) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

| | Years |
|-------------------------|-------|
| Land improvements | 20 |
| Buildings | 50 |
| Engineered structures | 20-75 |
| Machinery and equipment | 3-35 |
| Vehicles | 3-20 |

Assets under construction are not amortized until available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

2. Cash and temporary investments

| | 2019 | 2018 |
|--------------------|----------------------|---------------------|
| Savings accounts | \$ 12,985,517 | \$ 7,042,968 |
| Operating accounts | 1,059,682 | 551,770 |
| | \$ 14,045,199 | \$ 7,594,738 |

3. Taxes and grants in place of taxes receivables

| | 2019 | 2018 |
|---|-------------------|-------------------|
| Taxes and grants in place of taxes receivable | \$ 223,289 | \$ 200,246 |
| Arrears | 149,728 | 318,654 |
| | \$ 373,017 | \$ 518,900 |

4. Trade and other receivables

| | 2019 | 2018 |
|------------------------------|---------------------|---------------------|
| Grants | \$ 1,067,635 | \$ 903,617 |
| Goods and Services Tax (GST) | 257,808 | 177,959 |
| Trade receivables | 182,236 | 76,562 |
| | \$ 1,507,679 | \$ 1,158,138 |

5. Investments

| | 2019 | | 2018 | |
|------------------------|---------------------|---------------------|---------------------|---------------------|
| | Cost | Market value | Cost | Market value |
| Bonds | \$ 9,039,672 | \$ 9,057,458 | \$ 8,667,792 | \$ 8,310,625 |
| Castle Mountain resort | 50,000 | 50,000 | - | - |
| Other | 3,340 | 3,340 | 3,340 | 3,340 |
| | \$ 9,093,012 | \$ 9,110,798 | \$ 8,671,132 | \$ 8,313,965 |

The bond portfolio has interest rates in the range of 2.58% to 6.63% (2018 - 2.35% to 9.98%) with maturity dates from 2021 to 2029. The other long-term investments are not traded in an organized financial market.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

6. Debt charges recoverable

| | 2019 | 2018 |
|--------------------------------------|---------------------|---------------------|
| Current debt charges recoverable | \$ 124,051 | \$ 120,480 |
| Non-current debt charges recoverable | 1,808,971 | 1,933,022 |
| | \$ 1,933,022 | \$ 2,053,502 |

The Municipal District has undertaken a joint landfill road development project with the Crowsnest/Pincher Creek Landfill Association. The Municipal District assumed long-term financing totaling \$3,607,273 in 2012; however, \$2,053,502 plus interest at 2.94% is recoverable from the Landfill Association with respect to this financing. Amounts are recoverable in bi-annual principal and interest payments of \$90,007 until September 1, 2032.

| | Principal | Interest | Total |
|------------|---------------------|-------------------|---------------------|
| 2020 | \$ 124,051 | \$ 55,964 | \$ 180,015 |
| 2021 | 127,727 | 52,288 | 180,015 |
| 2022 | 131,513 | 48,503 | 180,016 |
| 2023 | 135,410 | 44,605 | 180,015 |
| 2024 | 139,424 | 40,592 | 180,016 |
| Thereafter | 1,274,897 | 165,219 | 1,440,116 |
| | \$ 1,933,022 | \$ 407,171 | \$ 2,340,193 |

7. Authorized overdraft

The Municipal District has an authorized overdraft with the CIBC up to \$5,000,000.

8. Employee benefit obligations

| | 2019 | 2018 |
|---------------------------|-------------------|-------------------|
| Vacation and time in lieu | \$ 42,917 | \$ 73,610 |
| Sick time | 577,734 | 698,067 |
| | \$ 620,651 | \$ 771,677 |

Vacation and time in lieu

The vacation and time in lieu liability is comprised of the vacation and overtime that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

Sick Time

Sick leave credits are earned by employees on the basis of 3/4 day for each two week pay period worked, until the employee reaches the age of 65, to a maximum of 120 days. Upon termination of employment or retirement, a non-union employee shall be entitled to any unused sick leave time in the form of severance pay. Union employees shall be entitled to any unused sick time on pensionable retirement at age 55 or death.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

9. Deferred revenue

| | 2019 | 2018 |
|---|----------------------|---------------------|
| Municipal Sustainability Initiative | \$ 5,850,856 | \$ 5,485,765 |
| Alberta Transportation - castle provincial park waterline | 4,456,005 | - |
| Federal Gas Tax | 502,989 | 164,238 |
| Intermunicipal grant | 64,655 | - |
| Prepaid property taxes | 31,283 | 27,407 |
| | \$ 10,905,788 | \$ 5,677,410 |

10. Long-term debt

| | 2019 | 2018 |
|--------------------------|---------------------|---------------------|
| Tax supported debentures | \$ 3,674,212 | \$ 4,111,552 |
| Village of Cowley | 504,000 | 630,000 |
| | \$ 4,178,212 | \$ 4,741,552 |
| Current portion | \$ 361,791 | \$ 549,563 |

Principal and interest repayments are due as follows:

| | Principal | Interest | Total |
|------------|---------------------|---------------------|---------------------|
| 2020 | \$ 361,791 | \$ 121,201 | \$ 482,992 |
| 2021 | 368,779 | 110,506 | 479,285 |
| 2022 | 375,974 | 99,604 | 475,578 |
| 2023 | 383,383 | 88,491 | 471,874 |
| 2024 | 265,011 | 77,154 | 342,165 |
| Thereafter | 2,423,274 | 773,932 | 3,197,206 |
| | \$ 4,178,212 | \$ 1,270,888 | \$ 5,449,100 |

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at 2.94% per annum with maturity dates ranging from 2023 to 2032. Debenture debt is issued on the credit and security of the Municipal District at large.

The promissory note to the Village of Cowley is payable at \$126,000 annually plus interest at 2.94%.

Interest on long-term debt amounted to \$137,171 (2018 - \$154,563). The Municipal District's cash payments for interest in 2018 were \$137,171 (2018 - \$154,563).

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

11. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

| | 2019 | 2018 |
|--|----------------------|----------------------|
| Unrestricted surplus | \$ 2,511,057 | \$ 1,321,417 |
| Internally restricted surplus (reserves) (note 12) | 11,841,326 | 11,942,748 |
| Equity in tangible capital assets (note 13) | 62,647,293 | 55,499,779 |
| | \$ 76,999,676 | \$ 68,763,944 |

12. Reserves

Council has set up reserves for various purposes. These reserves are either required by legislation or set up at the discretion of Council to provide funding for future expenses.

| | 2019 | 2018 |
|----------------------------------|----------------------|----------------------|
| Operating | | |
| Mill rate stabilization | \$ 1,091,246 | \$ 1,156,383 |
| Capital | | |
| Airport | 329,771 | 329,771 |
| Bridge repair and replacement | 2,139,615 | 2,552,521 |
| Cultural facilities | 200,000 | 200,000 |
| Emergency management | 47,622 | 47,622 |
| Gravel pit stripping/reclamation | 1,162,461 | 912,461 |
| M.D. buildings | 200,000 | 200,000 |
| M.D. equipment | 2,298,901 | 2,337,570 |
| M.D. recycle equipment | 89,388 | 89,388 |
| Next year completions | 143,599 | 273,136 |
| Road construction | 2,362,843 | 2,320,532 |
| Town recreation facilities | 562,044 | 464,213 |
| Wastewater infrastructure | 370,495 | 685,970 |
| Water infrastructure | 843,341 | 373,181 |
| | 10,750,080 | 10,786,365 |
| | \$ 11,841,326 | \$ 11,942,748 |

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

13. Equity in tangible capital assets

| | 2019 | 2018 |
|---------------------------------------|----------------------|----------------------|
| Tangible capital assets (schedule 2) | \$ 222,241,877 | \$ 212,463,762 |
| Accumulated amortization (schedule 2) | (157,349,394) | (154,275,933) |
| Long-term debt (note 10) | (4,178,212) | (4,741,552) |
| Debt charges recoverable (note 6) | 1,933,022 | 2,053,502 |
| | \$ 62,647,293 | \$ 55,499,779 |

14. Net municipal property taxes

| | Budget (Unaudited) | 2019 | 2018 |
|---|-----------------------|----------------------|----------------------|
| Taxation | | | |
| Real property taxes | \$ 12,750,920 | \$ 12,761,148 | \$ 12,353,558 |
| Linear property taxes | 2,255,000 | 2,358,106 | 2,158,203 |
| | 15,005,920 | 15,119,254 | 14,511,761 |
| Requisitions | | | |
| Alberta School Foundation Fund - basic levy | 2,580,000 | 2,596,271 | 2,566,323 |
| Alberta School Foundation Fund - opted out jurisdiction | 102,000 | 123,592 | 110,175 |
| Pincher Creek Foundation | 328,200 | 325,481 | 328,158 |
| | 3,010,200 | 3,045,344 | 3,004,656 |
| | \$ 11,995,720 | \$ 12,073,910 | \$ 11,507,105 |

15. Government transfers

| | Budget (Unaudited) | 2019 | 2018 |
|---------------------------------|-----------------------|---------------------|---------------------|
| Transfers for operating: | | | |
| Provincial government | \$ 490,860 | \$ 470,012 | \$ 401,736 |
| Transfers for capital: | | | |
| Provincial government | 20,060,830 | 8,612,360 | 5,434,859 |
| | \$ 20,551,690 | \$ 9,082,372 | \$ 5,836,595 |

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

16. Expenses by object

| | Budget (Unaudited) | 2019 | 2018 |
|--|-----------------------|----------------------|----------------------|
| Salaries, wages, and benefits | \$ 4,651,720 | \$ 4,138,570 | \$ 4,428,366 |
| Contracted and general services | 4,085,830 | 4,271,702 | 4,093,490 |
| Materials, goods, supplies and utilities | 2,204,390 | 1,382,020 | 1,766,932 |
| Bank charges and short term interest | 15,841 | 8,336 | 8,957 |
| Interest on long term debt | 137,190 | 137,171 | 154,563 |
| Other expenditures | 140,250 | 306,931 | 79,262 |
| Transfers to organizations and others | 868,610 | 866,452 | 920,304 |
| Amortization of tangible capital assets | 3,300,000 | 3,290,561 | 3,301,784 |
| | \$ 15,403,831 | \$ 14,401,743 | \$ 14,753,658 |

17. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Municipal District be disclosed as follows:

| | 2019 | 2018 |
|----------------------|----------------------|----------------------|
| Total debt limit | \$ 21,037,673 | \$ 20,375,034 |
| Total debt | 4,178,212 | 4,741,552 |
| | \$ 16,859,461 | \$ 15,633,482 |
| Debt servicing limit | \$ 3,506,279 | \$ 3,395,839 |
| Debt servicing | 482,992 | 700,511 |
| | \$ 3,023,287 | \$ 2,695,328 |

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

18. Commitment and contingency

The Municipal District is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Municipal District could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Municipal District has entered into an agreement to carry out the Castle Provincial Park waterline project. The total estimated project costs are \$11,300,000 which will be funded by a grant from Alberta Transportation. Project costs to date on this project is \$5,700,000.

19. Local authorities pension plan

Employees of the Municipal District of Pincher Creek No. 9 participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 265,000 people and 421 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Municipal District of Pincher Creek No. 9 is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Municipal District of Pincher Creek No. 9 are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the Municipal District of Pincher Creek No. 9 to the LAPP in 2019 were \$259,554 (2018 - \$282,499). Total current service contributions by the employees of the Municipal District of Pincher Creek No. 9 to the LAPP in 2019 were \$235,111 (2018 - \$258,238).

At December 31, 2018, the LAPP disclosed an actuarial surplus of \$3.5 billion.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

20. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

| | (1) Salary | (2) Benefits & allowances | 2019 | 2018 |
|-----------------------------------|---------------|---------------------------------|------------|------------|
| Council | | | | |
| Everts, Bev | \$ 26,850 | \$ 1,200 | \$ 28,050 | \$ 26,931 |
| Hammond, Brian | 35,550 | 1,200 | 36,750 | 32,310 |
| Lemire, Rick | 22,100 | - | 22,100 | 21,537 |
| Stevick, Quentin | 32,975 | 1,200 | 34,175 | 39,640 |
| Yagos, Terry | 24,975 | 1,200 | 26,175 | 29,200 |
| Chief administrative officers (2) | 185,027 | 15,585 | 200,612 | 324,083 |
| Designated officer | \$ 98,902 | \$ 3,417 | \$ 102,319 | \$ 101,918 |

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

21. Financial instruments

The Municipal District's financial instruments consist of cash and temporary investments, accounts receivable, investments, debt charges recoverable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Municipal District is not exposed to significant interest or currency risk arising from these financial instruments.

The Municipal District is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Municipal District provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

22. Segmented disclosure

The Municipal District provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the schedule of segmented disclosure (schedule 3)

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

23. Budget amounts

The 2019 budget for the Municipal District was approved by Council on December 13, 2018 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified. The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

| | | |
|---------|---|---------------|
| | Budgeted surplus per financial statements | \$ 18,546,109 |
| Less: | Capital expenditures | (27,732,500) |
| | Long-term debt repayments | (563,360) |
| | Transfers from trust accounts | (63,500) |
| Add: | Amortization | 3,300,000 |
| | Transfers from capital reserves | 2,954,740 |
| | Transfers from operating reserves | 551,843 |
| | Debt acquisition | 3,006,668 |
| | | |
| Equals: | Balanced budget | \$ - |
| | | |

24. Contaminated sites liability

The Municipal District has adopted PS3260 liability for contaminated sites. The Municipal District has not identified any financial liabilities as a result of this standard.

25. Subsequent event

COVID-19

The global coronavirus pandemic has had a significant impact on global financial markets and will have significant accounting, disclosure, and internal control implications for many entities.

Some of the key impacts include, but are not limited to, interruptions of production and supply chains, unavailability of personnel, reductions in revenue, decline in value of financial investments, disruptions or stoppages in non-essential travel, and the closure of facilities and businesses.

The situation is changing rapidly and the future impact on the Municipal District is not readily determinable at this time.

26. Comparative figures

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted in the current year.

27. Approval of financial statements

These financial statements were approved by Council and Management.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

| | Schedule of changes in accumulated surplus | | | Schedule 1 | |
|---|--|----------------------|-----------------------------------|----------------------|----------------------|
| | Unrestricted | Restricted | Equity in tangible capital assets | 2019 | 2018 |
| Balance, beginning of year | \$ 1,321,417 | \$ 11,942,748 | \$ 55,499,779 | \$ 68,763,944 | \$ 64,499,386 |
| Excess of revenue over expenses | 8,235,732 | - | - | 8,235,732 | 4,264,558 |
| Unrestricted funds designated for future use | (2,121,184) | 2,121,184 | - | - | - |
| Restricted funds used for operations | 330,920 | (330,920) | - | - | - |
| Restricted funds used for tangible capital assets | - | (1,891,686) | 1,891,686 | - | - |
| Current year funds used for tangible capital assets | (8,117,535) | - | 8,117,535 | - | - |
| Disposal of tangible capital assets | 14,006 | - | (14,006) | - | - |
| Amortization of tangible capital assets | 3,290,561 | - | (3,290,561) | - | - |
| Long-term debt repaid | (563,340) | - | 563,340 | - | - |
| Debt charges recoverable | 120,480 | - | (120,480) | - | - |
| Change in accumulated surplus | 1,189,640 | (101,422) | 7,147,514 | 8,235,732 | 4,264,558 |
| Balance, end of year | \$ 2,511,057 | \$ 11,841,326 | \$ 62,647,293 | \$ 76,999,676 | \$ 68,763,944 |

Draft - April 2, 2020

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

Schedule of tangible capital assets

Schedule 2

| | Land | Land improvements | Buildings | Engineered structures | Machinery and equipment | Vehicles | Construction in progress | 2019 | 2018 |
|----------------------------------|---------------------|-------------------|---------------------|-----------------------|-------------------------|---------------------|--------------------------|----------------------|----------------------|
| Cost: | | | | | | | | | |
| Balance, beginning of year\$ | 2,971,594 | \$ 237,241 | \$ 7,777,908 | \$ 183,844,827 | \$ 9,352,821 | \$ 2,689,965 | \$ 5,589,406 | \$ 212,463,762 | \$ 205,606,570 |
| Acquisitions | - | 20,735 | - | 1,428,837 | 955,583 | - | 7,604,066 | 10,009,221 | 8,049,051 |
| Transfers | (31,000) | - | 31,000 | 6,728,794 | - | - | (6,728,794) | - | - |
| Disposals | - | - | - | - | - | (231,106) | - | (231,106) | (1,191,859) |
| Balance, end of year | 2,940,594 | 257,976 | 7,808,908 | 192,002,458 | 10,308,404 | 2,458,859 | 6,464,678 | 222,241,877 | 212,463,762 |
| Accumulated amortization: | | | | | | | | | |
| Balance, beginning of year | - | 62,037 | 1,534,744 | 145,526,778 | 5,514,780 | 1,637,594 | - | 154,275,933 | 152,095,809 |
| Annual amortization | - | 11,376 | 170,780 | 2,340,259 | 629,091 | 139,055 | - | 3,290,561 | 3,301,784 |
| Disposals | - | - | - | - | - | (217,100) | - | (217,100) | (1,121,660) |
| Balance, end of year | - | 73,413 | 1,705,524 | 147,867,037 | 6,143,871 | 1,559,549 | - | 157,349,394 | 154,275,933 |
| Net book value | \$ 2,940,594 | \$ 184,563 | \$ 6,103,384 | \$ 44,135,421 | \$ 4,164,533 | \$ 899,310 | \$ 6,464,678 | \$ 64,892,483 | \$ 58,187,829 |
| 2018 net book value | \$ 2,971,594 | \$ 175,204 | \$ 6,243,164 | \$ 38,318,049 | \$ 3,838,041 | \$ 1,052,370 | \$ 5,589,406 | \$ 58,187,828 | |

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2019

Schedule of segmented disclosure

Schedule 3

| | General government | Protective services | Transportation services | Environmental services | Public health services | Planning and development | Recreation and culture | Total |
|--|--------------------|---------------------|-------------------------|------------------------|------------------------|--------------------------|------------------------|---------------|
| Revenue | | | | | | | | |
| Net municipal property taxes | \$ 12,073,910 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 12,073,910 |
| User fees and sales of goods | 24,001 | 45,030 | 91,996 | 152,195 | - | 76,420 | - | 389,643 |
| Government transfers for operating | 30,999 | - | 54,618 | - | 106,811 | 267,584 | 10,000 | 470,012 |
| Investment income | 351,926 | - | - | - | - | - | - | 351,926 |
| Penalties and costs of taxes | 101,572 | - | - | - | - | - | - | 101,572 |
| Licenses and permits | - | - | - | - | - | 113,983 | - | 113,983 |
| Gain on disposal of capital assets | 348 | - | 39,611 | - | - | - | - | 39,958 |
| Rental | 18,876 | - | 338,885 | - | - | 1,708 | - | 359,469 |
| Other | 6,549 | 450 | 59,855 | - | - | 35,636 | 22,152 | 124,642 |
| | 12,608,181 | 45,480 | 584,965 | 152,195 | 106,811 | 495,331 | 32,152 | 14,025,115 |
| Expenses | | | | | | | | |
| Salaries, wages and benefits | 1,361,528 | 24,800 | 2,298,552 | - | - | 453,690 | - | 4,138,570 |
| Contracted and general services | 590,463 | 863,646 | 1,545,876 | 824,225 | - | 412,993 | 34,499 | 4,271,702 |
| Materials, goods, supplies and utilities | 228,566 | 8,332 | 1,053,983 | 18,114 | - | 73,025 | - | 1,382,020 |
| Bank charges and short term interest | 8,336 | - | - | - | - | - | - | 8,336 |
| Interest on long term debt | - | - | 83,030 | 54,141 | - | - | - | 137,171 |
| Other expenditures | 248,574 | 10,500 | 15 | 47,230 | - | 611 | - | 306,931 |
| Transfers to organizations and others | - | - | - | - | 179,474 | 45,271 | 641,707 | 866,452 |
| Amortization of tangible capital assets | 290,023 | 5,825 | 2,953,494 | - | - | 41,220 | - | 3,290,561 |
| | 2,727,490 | 913,103 | 7,934,950 | 943,710 | 179,474 | 1,026,810 | 676,206 | 14,401,743 |
| Excess (deficiency) of revenue over expenses before other | 9,880,691 | (867,623) | (7,349,985) | (791,515) | (72,663) | (531,479) | (644,054) | (376,628) |
| Other | | | | | | | | |
| Government transfers for capital | - | - | 1,696,015 | 6,916,345 | - | - | - | 8,612,360 |
| Excess (deficiency) of revenue over expenses | \$ 9,880,691 | \$ (867,623) | \$ (5,653,970) | \$ 6,124,830 | \$ (72,663) | \$ (531,479) | \$ (644,054) | \$ 8,235,732 |

Recommendation to Council

| | |
|---|---|
| TITLE: FUNDING FOR RECREATION STUDY WITH TOWN OF PINCHER CREEK |  |
|---|---|

| | |
|---------------------|-----------------------------|
| PREPARED BY: | DATE: April 21, 2020 |
|---------------------|-----------------------------|

DEPARTMENT: Community Services

| | | |
|------------------------------|-------------|--|
| | | ATTACHMENTS: 1. Minutes – Joint Council Jan 30, 2020 2. Minutes – Reg. Council – Feb 13, 2020 |
| Department Supervisor | Date | |

APPROVALS:

| | | | |
|---|-------------|--|---------------|
|  | 2020/04/22 |  | 22 Apr. 2020. |
| Department Director | Date | CAO | Date |

RECOMMENDATION:

That Council approve up to \$50,000, from the tax rate stabilization reserve, for a joint recreational study with the Town of Pincher Creek.

BACKGROUND:

- The recreation study was discussed with the Town of Pincher Creek at the joint meeting held January 30, 2020. The study was further discussed at the regional meeting held February 13, 2020.
- The Town tendered out the recreation study. They received 5 tenders.

FINANCIAL IMPLICATIONS:

\$50,000

**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
JANUARY 30, 2020**

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday January 30, 2020, at 6:00 pm, in the Council Chambers of the MD of Pincher Creek, in the Town of Pincher Creek, Alberta.

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

STAFF Chief Administrative Officer Troy MacCulloch, Executive Assistant Jessica McClelland

ALSO Town of Pincher Creek Representatives:
Mayor Don Anderberg, Councillors Lorne Jackson, Mark Barber, Brian McGillivray, Scott Korbett, Susanne O'Rourke, Chief Administrative Officer Laurie Wilgosh

1. CALL TO ORDER

Reeve Brian Hammond called the meeting to order at 6:03 p.m.

2. AGENDA APPROVAL

Councillor Terry Yagos 20/050

Moved that Council for the Municipal District of Pincher Creek No. 9 approves the January 30, 2020 agenda as presented.

Carried

3. NOVEMBER 21, 2019 SPECIAL COUNCIL MEETING MINUTES

The Minutes from the November 21, 2019 Special Council meeting were discussed.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 Food Bank

Chris and Gemma Ney attended the meeting at this time to discuss the future of the food bank, the time being 6:03 pm. The Ney's are keeping the food bank open until the end of March, after that it isn't feasible to be operating at the level they are at. Presently the food bank is serving 190 families, 30 of which are in the Town or MD. They are speaking with an organization in Brocket for service to the reserve. Following the closure to the food bank, families will still be able to access emergency hampers and be able to meet by appointment.

Council thanked the Ney's for their dedication and passion to this project.

Chris and Gemma Ney left the meeting at this time, the time being 6:14 pm.

~~5.2~~ Regional Recreation Master Plan

Adam Grose attended the meeting at this time to speak about the Recreation Master Plan, the time being 6:15 pm. The Town is proposing a plan to look at all recreation facilities including users, operational costs, and where the community wants to see recreation in the future.

Council questioned:

- What defines "region" for the plan?
- Would this include an inventory of other areas?

Adam assured Council that the scope for the plan isn't finalized so he is unable to answer those questions at this time.

Minutes
 Special Council Meeting
 Municipal District of Pincher Creek No. 9
 January 30, 2020

- We want to ensure that we (Council) knows what the community wants.
- Meetings aren't necessarily the best way to get input from people.
- The MD needs to be involved and find out what our residents want
- Great collaborative approach to the community
- Would regional include Crowsnest Pass?
- Should include how far community is willing to travel in order to utilize recreation
- Town/MD should be the focus of the plan, with a scope of what is available within driving distance
- Government of Alberta no longer funding maintenance in Castle area, this should be included
- Council would like to see a sample of what a finished master plan looks like
- Should be discussed at the regional meeting on February 13, 2020
- The RFP will be forwarded to Council before the end of February

Adam Grose left the meeting at this time, the time being 6:45 pm.

5.1 Food Bank

Discussion around the presentation and announcement of the closure of the food bank:

- Formalize a thank you to the Ney's on their commitment to this endeavor
- Publicly be clear that the food bank is closing in March
- Social needs assessment is being completed by the Town and will show what is currently available in the area for assistance
- Perhaps contact the MLA to see what steps can be taken
- Contact FCSS for resources to point people towards

Councillor Bev Everts

20/051

Moved that administration be directed to work with Chris and Gemma Ney to coordinate the announcement of the closure to the food bank;

AND THAT administration to research alternate Government agencies for future assistance for the community.

Carried

5.3 Landfill and Recycling

Discussion around current recycling issues:

- A 6 month extension was granted to the current recycling provider
- If all recycling is ending up at the landfill, how are we going to handle accumulation?
- Communities around us are shutting down recycling as well
- People want to recycle and find a solution
- Municipalities should be lobbying Government to get paid for recycling in Alberta
- Town currently charges \$7 a month on utility bills and this will stop
- Could be put up for bid to see if anyone else is interested in taking on recycling in Pincher Creek

5.3 PC Emergency Services Funding Formula Review

Funding formula was discussed:

- Should be a 50/50 partnership between Town and MD
- It's a necessary service for both Town and MD
- Old formula took into account population and callouts
- Councils would like to see information back to each Council for final decision

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

WAIVER OF NOTICE OF A SPECIAL MEETING OF THE COUNCIL OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9, CALLED UNDER AUTHORITY OF SECTION 194 (4) AND 194 (5) OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER 26 OF THE PROVINCE OF ALBERTA.

We, the undersigned members of the Council of the Municipal District of Pincher Creek No. 9 hereby waive notice of the special meeting to be held in the Council Chambers of the Administration Building, located at 1037 Herron Avenue, MD of Pincher Creek, on Date: January 30, 2020 6:00 pm for the purpose of discussing and acting upon:

1. Joint Council Meeting

Signed:



Brian Hammond

Date: January 30, 2020



Rick Lemire

Date: January 30, 2020



Quentin Stevick

Date: January 30, 2020



Bev Everts

Date: January 30, 2020



Terry Yagos

Date: January 30, 2020

Minutes
Special Council Meeting
Municipal District of Pincher Creek No. 9
January 30, 2020

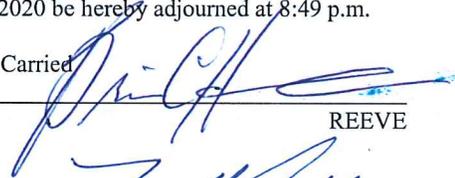
ADJOURNMENT

Councillor Terry Yagos

20/052

Moved that this Special Meeting of Council on January 30, 2020 be hereby adjourned at 8:49 p.m.

Carried



A handwritten signature in blue ink, appearing to read 'D. Reeve', is written over a horizontal line.

REEVE



A handwritten signature in blue ink, appearing to read 'J. MacIsaac', is written over a horizontal line.

CHIEF ADMINISTRATIVE OFFICER

Regional Council Meeting
February 13, 2020
1:00 pm
MD Administration Office 1037 Herron Ave

In attendance:

MD of Pincher Creek:

Reeve Brian Hammond and Councillors Bev Everts, Rick Lemire and Terry Yagos, CAO Troy MacCulloch and Executive Assistant Jessica McClelland

Town of Pincher Creek:

Mayor Don Anderberg and Councillor's Sussanne O'Rourke, Brian McGillivray, Lorne Jackson and CAO Laurie Wilgosh

MD of Crowsnest Pass:

Mayor Blair Painter and Councillor's Dorian Glavin, Dean Ward, Marlene Anctil, Lisa Sygutak, Gordon Lundy, Dave Filipuzzi and CAO Patrick Thomas

Village of Cowley:

Mayor Warren Mickels, Councillor Mary Kittaus and CAO Cindy Cornish

MD of Ranchlands:

Reeve Ron Davis, Councillor Harry Streeter, and CAO Deb Welsh

1. Welcome and Introductions

Reeve Brian Hammond opened the meeting at 1:00 pm and thanked everyone for attending.

Introductions around the table were made.

2. Destination Marketing Organization (DMO)

Marie Everts with DMO attended the meeting at this time to update the Councils on the current status of the DMO:

- Potential funding through CARES, should be known in March 2020
- They are currently setting up with a board of directors
- Once they are set up as a society they will be hosting an AGM
- Size of the region was discussed:
 - Town of Pincher Creek
 - MD of Pincher Creek
 - Castle Mountain
 - Crowsnest Pass
- With the current changes to the Visitor Information Center in the CNP, now more than ever there should be a "unified voice" regarding tourism
- Individual Councils haven't decided what level of engagement they would like to see Local Government be involved with regards to DMO
- Councils concerns regarding DMO:
 - Would operators be interested in putting up the seed money?
 - CNP feels it's a small amount of business that is interested
 - Should local government be driving this initiative

- Would it be mandatory? All or nothing?
- Councils agreed they would like to see a formal proposal with list of participants who are signed up prior to a regional meeting to discuss the DMO
- Any Councillor/staff that has questions regarding DMO is encouraged to speak to Marie Everts

Marie left the meeting at this time, the time being 1:37 pm.

3. CNPC Landfill

Emile Saindon attended the meeting at this time, the time being 1:38 pm.

Recycling

- Provided background and history of landfill
- Explained the current recycling area – 8000 square foot building and equipment
- Discussed current recycling climate and the struggles to ensure it wasn't costing more than it made
- If Pincher Creek current recycling center shut down, the landfill could be an option to take its place

Incinerator

- There is still one active appeal
- Landfill Association is waiting on appeal process to start, they have completed everything they needed to do
- Hold up is with Alberta Parks lawyers

Emile left the meeting at this time, the time being 2:06 pm.

4. Highway 3 Twinning Association

Bev Thornton, Victoria Chester and Bill Chapmen, as representatives for the Highway 3 Twinning Association attended the meeting at this time, the time being 2:10 pm.

- Discussed the history and reasoning behind the highway 3 twinning association
- Some communities haven't signed off on the plan and still need more consultation
- The association needs more voices to lobby government to keep project moving forward
- The plan is to increase awareness and engage stakeholders
- Dedicated to ask for program with minimum \$10 million per year in their 2020 budget
- Meeting with Ministers/industry/trucking companies to look for support for the project
- Goals for the future includes more power for lobbying and increased financial support

Representatives with the Highway 3 Twinning Association left the meeting at this time, the time being 2:45 pm.

5. Approval of Agenda

Councillor Terry Yagos moved that the agenda be accepted as presented. Carried

6. Regional Council Meeting Minutes of November 28, 2018

Past minutes were discussed and accepted as presented.

7. Regional Airport Authority

11. Grant Writer

Laurie Wilgosh with the Town of Pincher Creek updated the region on the current grant writer position:

- Currently in the third (3) year having them working in the community
- More than 30 groups are using the services, and made it a condition for Joint Funding for 2020
- Municipalities are utilizing the service for grants
- No cost/benefit analysis has been done as of yet

12. Regional Shared Facilities Master Plan

- 
- Do we want to share facilities over building new ones in each community?
 - Times have changed and the finances aren't there to build/support so many facilities
 - Expanding the scope of the proposed Regional Recreation Master Plan that the Town of Pincher Creek was discussed
 - Capture in the plan all the facilities throughout all the communities to find out what people want and where to go from here
 - The Town will change the RFP to include all areas, and forward costs to individual Councils to see if there is buy in

13. Castle Parks

- CNP seeing no financial benefit to the new park – seeing loss as OHV's brought people to the area
- AB government has cut back maintenance of Castle Parks

14. Host and Next Meeting Date

It was determined that Cowley will host the next meeting, this meeting will take place in February 2021

15. Adjournment

Reeve Hammond thanked everyone for taking time out of their busy schedules to attend the meeting.

The meeting was adjourned at 4:35 pm.

Councillor Rick Lemire with the MD of Pincher Creek updated the region on the current/future plans for the airport:

- Last regional airport authority meeting was on June 14, 2018
- MD held a meeting in January 2020 between MD staff/Council and 2 members at large to get up to date on what we want to see happen to our airport prior to inviting more people to the table
- Looking to see if there is a need/interest to move forward with better utilizing the airport
- If there is enough interest we could approach and airport operator
- Administration with the MD will circulate dates for another Regional Airport Authority meeting

8. Pincher Creek Early Childhood Learning Center (PCECLC)

Mayor Don Anderberg with the Town of Pincher Creek gave an overview and update on the status of the current PCECLC:

- Discussed background on the two (2) daycares being built at Canton School and St. Michaels School
- Currently his being ran by a board of directors that consist of:
 - Three (3) Town Councillor's
 - One (1) MD Councillor
 - Three (3) Members at Large
 - One (1) from each of the School Divisions
- St. Mikes site is ahead of schedule for opening in May
- Canyon site is coming along
- Board is currently looking for qualified staff
- Both sites are at capacity (80 children each)
- Project is coming in on budget (\$4 million)
- Currently Town has taken \$2 million out of reserves and looking at a revolving loan for the rest or a possible debenture, if other funding sources aren't found
- No funding from the Province

9. Riversdale Resources

Mayor Blair Painter with the CNP spoke to the update on Riversdale Resources

- CNP Council had concerns regarding ensure the site would be reclaimed when the project is completed and has forward those concerns to the Federal Government
 - Other regions expressed interested in seeing this letter as to offer support
- The company purchased and renovated a building in Coleman
- It will be providing employment and tax benefit to the Municipality

10. Beaver Mines Water/Wastewater Update

CAO Troy MacCulloch with the MD of Pincher Creek provided update for region on Beaver Mines project:

- Project started in 2014, although been talked about for 15 years
- Changes in design has happened three (3) times due to various issues
- Currently have a conditional land purchase and are waiting on Alberta Environment approval before wastewater system construction can begin
- Forcemain is going through in 2020
- Residents in area have a better outlook on the project after increased dialogue and engagement
- Between the upgrades to Castle water and Beaver Mines, project costs are over \$24 million (mostly grants)

CHIEF ADMINISTRATIVE OFFICER'S REPORT

March 25, 2020 – April 14, 2020

DISCUSSION:

| | |
|--------|--|
| Apr 15 | Municipal Affairs Conference Call – Education Tax Deferral, Gov of AB Banner Engineering Conf. Call – AEP Submission for Beaver Mines Waste Water |
| Apr 16 | SMT (Sr. Mgmt Team meeting) PCREMO Planning Meeting for COVID-19 |
| Apr 17 | Town of PC Conference Call – PCCELC options for Capital Investment RMA (Rural Municipalities of Alberta) Conference Call |
| Apr 20 | Safety Review of Operations with Safety Officer – re COVID-19/Summer Staff Town Hall Meeting with Premier Kenney and Cabinet re COVID-19 Ops. |
| Apr 21 | Brownlee Conference Call – PCCELC ENEL road tour – Castle Rock Ridge and Riverview Windfarm |
| Apr 22 | Ministerial Letter and emails regarding Beaver Mines Project Safety meeting with PW and Ag Services regarding vehicle use and COVID-19 |
| Apr 23 | CAO Meeting with Village and Town CAO's PCREMO Planning Meeting for COVID 19 |
| Apr 24 | RMA Resolutions Conference Call |
| Apr 27 | SMT (Sr. Mgmt Team meeting) |

- Numerous other meetings throughout this period to address any issue or tasks from the April 14th meeting.

Upcoming Meetings

- N/A

Points of Interest

- Apr 22 was Administrative Professional Days and numerous employees were recognized with a small token of appreciation
- Apr 28 we will be observing the Day of Mourning – details to follow
- May 4 is the start date for our Summer Employees – both PW and Ag Services
- Week of May 11th is National PW week, and due to this year's restrictions, gift cards only will be given to PW employees.

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period Apr 15, 2020 – April 28, 2020.

Prepared by: Troy MacCulloch, CAO



Date: Apr 22, 2020

Respectfully presented to: Council

Date: Apr 28, 2020

Subject: Childcare Opening

Hello Everyone,

I am excited to report that Pincher Creek Community Early Learning Centre has been chosen by the Ministry to re-open our child care program (children 0-6 years of age) to support essential service workers during the COVID-19 pandemic. Our doors will be open this Wednesday, April 22, 2020.

Canyon Creek Childcare has also been chosen to offer school age care; opening date is yet to be determined.

We will be playing a critical role in providing child care to Albertans through this challenging time. Thank you to the school divisions Holy Spirit and Livingston Range for your support in this important endeavour. A big shout out to Stephanie, Kaylee and their childcare teams for their willingness in supporting their community in this way.

The Ministerial Order signed by Honourable Rebecca Schulz, Minister of Children's Services, allows selected programs to re-open to provide child care for essential service workers. However, there are several conditions these programs must meet as directed by Alberta's Chief Medical Officer of Health and Alberta Health. These conditions are in place to prevent the spread and risk of contracting an illness, and include:

- A maximum program occupancy of 30 (including staff and children), with a maximum room capacity of 10 staff and children at any one time;
- Any child, staff or parent must not enter the child care space if they are sick;
- Programs must adhere to frequent thorough cleaning and hand-washing guidelines;
- Strict guidelines for food handling;
- No non-essential visitors and no volunteers at the program; and
- Adherence to social distancing practices.

The team will be meeting with Michael Swystun (Health) at 2:00pm today to ensure all regulations and expectations are met as well as looking at ways to go above and beyond to keep themselves and the children and families safe.

The Ministry will be notifying employers in the community of the opening of the Centres. We will also be letting the community know of this new development.

Please let me know if you have any questions at this time.

La Vonne Rideout

Director of Community Services

Town of Pincher Creek

community@pinchercreek.ca

403-627-4322 (w)

403-894-2074 ©



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2020)

EXECUTIVE COMMITTEE MEETING

Thursday, February 13, 2020 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair* (absent)
Don Anderberg (absent)
Doug MacPherson

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – February 13, 2020.....
2. **Approval of Minutes** – January 9, 2020 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Annual Report – Chair’s Message (handout)
 - (b) Subdivision and Development Appeal Board Training.....
 - (c) Assessment Review Board Training
 - (d) GIS Update.....
 - (e) Membership Update
 - (f) Subdivision Statistics (attachment)
 - (g) Fee For Service Update (attachment)
5. **Accounts**
 - (a) Office Accounts – January 2020
6. **Director’s Report**
7. **Executive Report**.....
8. **Adjournment**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:03 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jennifer Crowson

THAT the Executive Committee approve the minutes of January 9, 2020, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Annual Report – Chair’s Message

- The previous title of the Annual Report ‘CHAIR’S MESSAGE’ has been changed to ‘MESSAGE FROM THE CHAIR AND DIRECTOR’. The message that will appear in the 2019 Annual Report was handed out and reviewed.

(b) Subdivision and Development Appeal Board Training

- During 2019, a total of 16 appeals were heard by the new Chinook Intermunicipal Subdivision and Development Appeal Board. ORRSC will host a training session for Board members on Friday, February 28, 2020 in our office.

(c) Assessment Review Board Training

- The ORRSC Regional Assessment Review Board is down to a very small pool of trained members to draw from. A 3-day new member training session will be held on April 21-23, 2020 and notices for this course will go out shortly. A few discrepancies in our bylaws were pointed out during the audits of some of our smaller communities, therefore, some minor changes may need to be made before the 2020 session begins.

(d) GIS Update

- A grant application in the amount of \$96,000 has been submitted to offset the cost of the GIS Enhancement Project (software provided by ESRI). The Town of Coaldale is the sponsoring municipality for the grant on behalf of 43 municipalities included in the project.

The Town of Pincher Creek is the pilot site and testing is nearing completion by the end of February 2020.

(e) Membership Update

- The Town of Granum dissolution became effective on February 1, 2020 and the municipality has been absorbed in to the M.D. of Willow Creek.
- A letter dated February 4, 2020 to the Town of Coaldale requesting an audience with their council to discuss the value and benefit of remaining a member of ORRSC has received no response to date.
- Director Lenze Kuiper delivered a letter to the County of Newell requesting a meeting with council on February 6, 2020 to discuss their notice to terminate membership. A letter of response dated February 10, 2020 stated their normal procedure with any contracted consultants and service providers is to work out details of contracted services with staff and administration rather than council.

Moved by: Doug MacPherson

THAT the Executive Committee accept the termination of the Planning Services Agreement with the County of Newell and work to make the transition by September 1, 2020. **CARRIED**

(f) Subdivision Statistics

- 27 subdivision applications were received in January 2020 with revenue totalling \$37,840.

(g) Fee For Service Update

- Staff are working hard to complete most of the Intermunicipal Development Plans by April 1, 2020.

5. ACCOUNTS

(a) Office Accounts – January 2020

| | | | |
|------|---------------------------------------|-------------------------------------|-----------|
| 5150 | Staff Mileage | Lenze Kuiper | \$ 312.00 |
| 5150 | Staff Mileage | Lenze Kuiper | 83.00 |
| 5280 | Janitorial Services | Madison Ave Business Services | 425.00 |
| 5310 | Telephone | Bell Mobility | 590.84 |
| 5310 | Telephone | Shaw Business | 189.95 |
| 5330 | Dues & Subscriptions | CPAA | 250.00 |
| 5330 | Dues & Subscriptions | ADOA | 125.00 |
| 5330 | Dues & Subscriptions | Municipal World | 164.60 |
| 5380 | Printing & Printing Supplies | Pitney Bowes | 19.98 |
| 5570 | Equipment Repairs & Maintenance | Pitney Bowes | 231.98 |
| 5380 | Printing & Printing Supplies | Lethbridge Mobile Shredding | 23.00 |
| 5440 | Land Titles Office | Minister of Finance | 126.00 |
| 5470 | Computer Software | Whipcord | 1,262.80 |
| 5470 | Computer Software | ESRI | 9,450.00 |

| | | | |
|------|---------------------------------------|----------------------|---------------------------|
| 5570 | Equipment Repairs & Maintenance | Xerox | 1,040.71 |
| 5570 | Equipment Repairs & Maintenance | Digitex | 720.00 |
| 1160 | GST Receivable | GST Receivable | 683.83 |
| | | TOTAL | <u>\$15,698.69</u> |

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts of January 2020 (\$15,698.69), as presented. **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

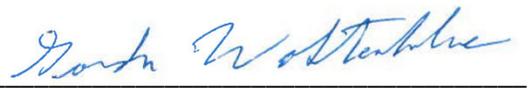
8. ADJOURNMENT

- No Executive Committee meeting will be held in March.

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:25 p.m. until **Thursday, April 9, 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Government of Alberta Announces COVID-19 Matching Donation Program

The Community Foundation is happy to announce it has been selected to participate in the Government of Alberta's new [Charitable Giving Matching Donation Program](#). Starting **April 15 and ending May 31**, the Alberta government will match, dollar-for-dollar, donations up to 2 million dollars to the existing fundraising initiatives of seven Alberta charities responding to the COVID-19 pandemic, including the Community Foundation of Lethbridge and Southwestern Alberta's COVID-19 Response and Recovery Grants Program. Matching funds depend on the collective amount raised by participating charities and the amount available from the government.

We acknowledge that this is a difficult time and that many Albertans are experiencing financial hardship. However, if you are in a position to donate, we ask that you consider working with us to leverage your gift to bring additional dollars in to support our community. Your gift is eligible for a tax receipt and it will not be subject to administration fees. Donations made specific to the COVID-19 Response and Recovery Grants Program will go right back out to support the community; they will not be added to our permanent endowment fund.

If you are interested in supporting the COVID-19 grants program, please contact Executive Director Charleen Davidson at cdavidson@cflsa.ca or 403-328-5297. You can also donate online through the Community Foundation of Lethbridge and Southwestern Alberta's listing on CanadaHelps.org—choose "COVID-19 Response and Recovery" from the funds listed.

For most of us, this is an unprecedented moment in our lives. We do not know how or when this pandemic will end. We do know, however, that Southwestern Albertans have a long history of charitable giving, especially in times of difficulty. Participating in the Government of Alberta's matching donations program is a great way to leverage donor dollars to make an even greater impact on the well-being of our community. We thank you for your ongoing support of the community through our work.

While our office remains closed at this time, our team is hard at work from home so that we can continue to serve you. Please do not hesitate to contact us at the following email addresses if we can be of any assistance to you:

Charleen Davidson, Executive Director: cdavidson@cflsa.ca

Caitlin Gajdostik, Grants Coordinator: grants@cflsa.ca

Kaitlynn Weaver, Community Knowledge Coordinator: research@cflsa.ca

For more information on the Government of Alberta's Matching Charitable Donation Program, please click [here](#).

RE: Ministerial Order 036/20 (Rescinding MO 022/20) issued on Friday, April 17, 2020

Last Friday evening, Municipal Affairs sent out a letter and two new Ministerial Orders to Councils across the province. We are providing an update on the changes so you understand particularly how this affects timelines for subdivision, development and appeals.

As we know the government's previous approach was to extend most timelines in the Municipal Government Act until October 1, 2020. This had the unintended consequence of delaying development permits and subdivisions because the appeal period was left open until October 1, 2020.

With Ministerial Order 036/20 Municipal Affairs has returned most timelines (except for some deadlines for providing routine information), back to the standard deadlines in the MGA. This means that we should now be going back to the regular timelines in the MGA for processing subdivisions and development permits, and for determining appeal deadlines.

For application processes starting after April 17, 2020 use the standard timelines and deadlines within the MGA.

As a transition, application processes that began or ended between March 25, 2020 to April 17, 2020 should use the date of April 17, 2020 as the starting point for the timeline:

- *Example 1* - You received a development permit application on April 1, 2020. Typically you would have until April 20, 2020 to deem the application complete, as per Section 683.1 of the MGA. Now you have until May 7, 2020 to determine if it is complete because April 17, 2020 is the starting point.
- *Example 2* - The decision on an approved subdivision was mailed out on March 25, 2020. Typically an appeal would have had to be made before April 14, 2020, 14 days after receipt of the written decision as per Section 678(2) of the MGA (5 days added for mailing). Now an appeal could be made up until May 1, 2020 (14 days after April 17, 2020).

Do not hesitate to reach out to your respective ORRSC Planner if you have any questions or require guidance on interpreting a specific development timeline question.

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