

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**February 27, 2024**  
**6:00 pm**  
**Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Council Committee Minutes
  - February 13, 2024
2. Council Meeting Minutes
  - February 13, 2024
3. Special Council Meeting Minutes
  - February 15, 2024

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

- a) STARS – Request for standing motion instead of multi-year ask
- b) Pincher Creek Community Hall – Request for funding – CAO to present verbal update
- c) FCM's 2024 Annual Conference and Trade Show

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
2. Councillor Rick Lemire – Division 2
3. Reeve Dave Cox – Division 3
4. Division 4 – vacant
5. Councillor John MacGarva – Division 5

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Operational Report
  - Report from Public Works dated February 21, 2024
  - Schedule A – Operations Report
  - Schedule B – Shop/Fleet Report
- b) Southfork Road Reconstruction Report
  - Report from Public Works dated February 21, 2024
- c) Draft Policy C-PW-009 – Dust Control
  - Updated with comments from February 13, 2024 Council meeting
- d) Utilities & Infrastructure Report
  - Report from Utilities & Infrastructure dated February 22, 2024

2. Finance

- a) Draft Policy C-FIN-524 – Tangible Capital Assets
  - Updated with comments from February 13, 2024 Council meeting

3. Planning and Community Services

- a) Notice of Subdivision 2024-0-018 Town of Pincher Creek
  - Report from Development, dated February 22, 2024

4. Municipal

- a) CAO Report
  - Report from Administration, dated February 22, 2024
- b) 2024 Municipal By-Election Establishment of Campaign Period
  - Report from Administration dated February 22, 2024

H. CORRESPONDENCE

1. For Action

- a) Castle Community Legacy Fund – Request to MD of Pincher Creek

2. For Information

I. NEW BUSINESS

J. CLOSED MEETING SESSION

- a) Draft Letter to Evolugen – FOIP Sec. 23.1

K. ADJOURNMENT

MINUTES  
REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, January 23, 2024 2:00 pm  
Council Chambers

Present: Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Tony Bruder and Rick Lemire.

Staff: CAO Roland Milligan, Financial Manager Brendan Schlossberger, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order, the time being 2:00 pm.

1. Approval of Agenda

Councillor Tony Bruder

Moved that the agenda for the February 13, 2024 be approved as presented.

Carried

2. Delegations

a) STARS

Glenda Farnden, Senior Municipal Relations Liaison and Jackie Seely, Municipal Relations Liaison, with Southern Alberta STARS, attended the meeting at this time.

They presented an update and financial review for 2023, as well as historical averages for residents in our community. Glenda also overviewed the Vigilant program that the MD is currently implementing.

Glenda requested that the MD move from the current multi year pledge, to a fixed budget line item. Currently Council has pledged \$6000 annually until 2025. Council will discuss at the next Council meeting.

3. Closed Session

Councillor John MacGarva

Moved that Council move into closed session to discuss the following, the time being 2:53 pm.

- a) Unsightly Premise – FOIP Sec. 24.1
- b) Bridge File #75377 Culvert Replacement Legal Claim – Update –FOIP Sec. 24.1
- c) Draft Strategic Plan – FOIP Sec. 23.1
- d) Draft Policy C-PW-025 – FOIP Sec. 23.1
- e) Draft Policy C-PW-009 – FOIP Sec. 23.1

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY, FEBRUARY 13, 2024

f) Draft Policy C-FIN-524 – FOIP Sec. 23.1

Councillor Tony Bruder

Moved that Council move out of closed session, the time being 4:54 pm.

Carried

2) Length of Meeting Discussion

Council discussed ways to shorten the agenda and discussions, without setting a meeting end time.

3) RMA Convention

Council requested to meet with RCMP at RMA to discuss increase in rural crime.

5. Round Table

6. Adjournment

Councillor Rick Lemire

Moved that the Committee Meeting adjourn, the time being 5:18 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
REGULAR COUNCIL MEETING  
FEBRUARY 13, 2024**

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, February 13, 2024 at 6:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

**PRESENT** Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Tony Bruder, Rick Lemire.

**STAFF** CAO Roland Milligan, Utilities & Infrastructure Manager David Desabrais, Finance Manager Brendan Schlossberger, Public Works Manager Patrick Gauvreau, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order at 6:00 pm.

CAO Roland Milligan announced that, in accordance with section 161(4) of the MGA, Harold Hollingshead resigned as Councillor for Division 4 effective January 31, 2024.

**A. ADOPTION OF AGENDA**

Councillor Rick Lemire 24/053

Moved that the agenda for February 13, 2024 be amended to include:

Unfinished Business:

- a) Town of Pincher Creek Visitors Guide

Municipal:

- d) Strategic Plan

Correspondence Action:

- f) FCM Conference

AND THAT the agenda be approved as amended.

Carried

**B. DELEGATIONS**

**C. MINUTES**

- 1) Council Committee Meeting Minutes – January 23, 2024

Councillor Tony Bruder 24/054

Moved that the minutes of the Council Committee Meeting of January 23, 2024 be amended to change the name “Lester” to “Lee”

AND THAT the minutes be approved as amended.

Carried

- 2) Council Meeting Minutes – January 23, 2024

Councillor Rick Lemire 24/055

Moved that the minutes of the Council Meeting of January 23, 2024 be approved as presented.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 February 13, 2024

3) Coffee with Council – Lundbreck Hall – January 25, 2024

Councillor Tony Bruder 24/056

Moved that the notes from Coffee with Council, at the Lundbreck Hall, on January 25, 2024, be approved as presented.

Carried

4) Special Council Meeting – January 30, 2024

Councillor John MacGarva 24/057

Moved that the minutes of the Special Council Meeting on January 30, 2024 be approved as presented.

Carried

D. UNFINISHED BUSINESS

a) Town of Pincher Creek Visitors Guide

Councillor Tony Bruder 24/058

Moved that the verbal update on the Town of Pincher Creek Visitors Guide, be received as information.

Carried

E. BUSINESS ARISING FROM THE MINUTES

a) Municipal District of Pincher Creek No. 9 and Village of Cowley - Water Crisis Mitigation Solution - Regulatory Expediting

Councillor John MacGarva 24/059

Moved that the letter from Municipal District of Pincher Creek No. 9 and Village of Cowley - Water Crisis Mitigation Solution - Regulatory Expediting, be approved as presented.

Carried

b) Pincher Creek Community Hall – Request for Funding

Councillor Rick Lemire 24/060

Moved to table the Pincher Creek Community Hall – Request for Funding, be tabled to the meeting of February 27, 2024, pending further information.

Carried

c) Pincher Creek Early Learning Centre – Request for Board Member

Councillor Rick Lemire 24/061

Moved that administration respond to the invitation for an MD Councillor as a member on the Pincher Creek Early Learning Centre board, that Council is not interested in sitting on the board.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1  
 - ALUS

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 February 13, 2024

- MOU Signing
- Crowsnest Pincher Creek Landfill Association
- 2. Councillor Rick Lemire – Division 2
  - Pincher Creek Emergency Services
  - Scholarship Committee
  - Coffee with Council – thank you to Public Works staff for attending
- 3. Reeve Dave Cox– Division 3
  - Beaver Mines Association
  - Alberta SouthWest
  - Pincher Creek Foundation
- 4. Division 4 – VACANT
- 5. Councillor John MacGarva – Division 5
  - Coffee with Council

Councillor Tony Bruder 24/062

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor Tony Bruder 24/063

Moved that Council receive the Public Works Operations Report, including Schedule A – Operations Report, Schedule B – Shop/Fleet Report and Public Works Call Log, for the period January 15, 2024 to February 2, 2024 as information.

Carried

b) Utilities & Infrastructure Report

Councillor Rick Lemire 24/064

Moved that Council receive the Utilities & Infrastructure Report for the period January 18, 2024 to February 7, 2024 as information.

Carried

Patrick Gauvreau left the meeting at this time, the time being 7:00 pm.

c) Capital Adjustment - Bridge File #2488 Fisher Bridge Void and Riprap Repair Work

Councillor John MacGarva 24/065

Moved that Council approve an additional \$75,000 in 2024 funds for the capital work required for the BF 2488 - Fisher Bridge;  
 AND FURTHER THAT Council approve funding the municipal portion (25%) of this increase (\$18,750) through MSI.

Carried

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 Municipal District of Pincher Creek No. 9  
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d) Municipal District of Pincher Creek No. 9 and Village of Cowley - Water Crisis Mitigation Solution - Alberta Municipal Water/Wastewater Partnership (AMWWP)

Councillor John MacGarva 24/066

Moved that the letter for the Municipal District of Pincher Creek No. 9 and Village of Cowley - Water Crisis Mitigation Solution - Alberta Municipal Water/Wastewater Partnership (AMWWP), be approved as presented.

Carried

2. Finance

3. Development and Community Services

a) RCMP Quarterly Reporting (Pincher Creek)

Councillor Rick Lemire 24/067

Moved that the RCMP Quarterly Reporting (Pincher Creek) be received as information:

- Community Letter
- Provincial Policing Report
- Q3 Crime Statistics

Carried

Councillors requested that Sgt. Hodge be invited to an upcoming Council meeting to discuss priorities for the MD.

b) RCMP Quarterly Reporting (Crowsnest Pass)

Councillor Rick Lemire 24/068

Moved that the RCMP Quarterly Reporting (Crowsnest Pass) be received as information:

- Community Letter
- Provincial Policing Report
- Q3 Crime Statistics

Carried

c) Land Use Bylaw 1349-23

Councillor Tony Bruder 24/069

Moved that Land Use Bylaw 1349-23 be given first reading.

Carried

Councillor Rick Lemire 24/070

Moved that the required Public Hearing for the Land Use Bylaw 1349-23 be scheduled during a Special Meeting on March 7, 2024 at 6:00 pm.

Carried



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 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 February 13, 2024

4. Municipal

a) CAO Activity Report

Councillor Rick Lemire 24/071

Moved that Council receive for information, the CAO Activity report for the period of January 19, 2024 to February 8, 2024.

Carried

b) 2024 Municipal By-Election

Councillor Tony Bruder 24/072

Moved the 2024 Municipal by-election be held Thursday May 30, 2024;  
 AND THAT an advance vote is held for the 2024 Municipal by-election;  
 AND THAT voting for an incapacitated elector at home is provided during advance voting days, during the hours of regular voting;  
 AND FURTHER THAT Maureen Webster, be appointed as Returning Officer, and Jessica McClelland be appointed as Substitute Returning Officer for the 2024 Municipal by-election.

Carried

c) Committee List for Discussion

Councillor Rick Lemire 24/073

Moved that due to vacancy of a Division 4 Councillor, the following Councillors be appointed to the following groups:

- Agricultural Service Board – Reeve Dave Cox
- Airport Committee - Reeve Dave Cox
- Family and Community Support Services (FCSS) – Councillor John MacGarva
- Intercollaborative Framework Committee with the Town of Pincher Creek (ICF) - Reeve Dave Cox
- Intermunicipal Development Committee - MD of Ranchlands (IMDP) – Councillor Tony Bruder
- Intermunicipal Development Committee - Willow Creek (IMDP) – Councillor Tony Bruder
- Pincher Creek Foundation – Councillor Rick Lemire
- Police Advisory Committee – Councillor Tony Bruder
- Regional Assessment Review Board – nothing at this time
- Town of Pincher Creek Housing Committee (as alternate) – Councillor Tony Bruder

Carried

d) Strategic Plan

Councillor Rick Lemire 24/074

Moved that Council adopt the Strategic Plan for 2024 through 2027, as presented.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 February 13, 2024

H. CORRESPONDENCE

1. For Action

- a) Castle Mountain Community Association - Sponsorship Request - Golf Classic – June 22, 2024

Councillor John MacGarva 24/075

Moved that Council sponsor the Castle Mountain Community Association for their Golf Classic fundraiser, in the amount of \$250, with the amount be taken from 2-75-0-770-2765 - Grants to Groups.

Carried

- b) Drought Workshop – February 29, 2024 - Oldman Watershed Council

Councillor Rick Lemire 24/076

Moved that Councillor Tony Bruder be authorized to attend the Drought Workshop, hosted by the Oldman Watershed Council, on February 29, 2024.

Carried

- c) Federal/Municipal contracts - Letter from Resident Phil Burpee

Councillor Tony Bruder 24/077

Moved to receive the letter from Phil Burpee as information.

Carried

- d) Pincher Creek & District Trade Show April 26 & 27, 2024

Councillor Tony Bruder 24/078

Moved that the MD purchase a booth for the Pincher Creek & District Trade Show on April 26 and 27, 2024.

Carried

- e) Group Group Youth - Request for Sponsorship in Community Safety Net booklet

Councillor Rick Lemire 24/079

Moved that Council sponsor Group Group Youth - Sponsorship in Community Safety Net, for \$84.00, with the amount be taken from 2-75-0-770-2765 - Grants to Groups.

Carried

- f) FCM

Councillor Tony Bruder 24/080

Moved that the FCM email be received as information.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 February 13, 2024

2. For Information

Councillor Tony Bruder 24/081

Moved that the following be received as information:

- a) The Future of Health Care is in Albertans' Hands
  - Handout from Health Care Meeting
- b) Briefing Note on GOA's intention to end Partnership for Regional Economic Development
  - Information from Alberta SouthWest
- c) Drought and Water Preservation in Alberta
  - Report from Government of Alberta

Carried

David Desabrais and Brendan Schlossberger left the meeting at this time, the time being 8:14pm.

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 24/082

Moved that Council move into closed session to discuss the following, the time being 8:15 pm:

- a) Appointment of Member to Committee - FOIP Sec. 19.1
- b) Road Closure Request - FOIP Sec. 24.1
- c) Road Closure Request - FOIP Sec. 24.1

Councillor Rick Lemire 24/083

Moved that Council move out of closed session, the time being 8:32 pm.

- a) Appointment of Member to Committee

Carried

Councillor Tony Bruder 24/084

Moved that Council appoint Mark Zoratti to the Agriculture Services Board.

- b) Road Closure Request

Carried

Councillor John MacGarva 24/085

Moved that as per policy 123, which states that a statutory road allowance shall not be sold unless there is a clear benefit to the Municipality at large and does not adversely affect the legal or physical access, Council deny the request to close and purchase the road allowance between NE 11-7-2 W5 and SE 14-7-2 W5.

- c) Road Closure Request

Carried

Councillor John MacGarva 24/086

Moved that as per policy 123, which states that a statutory road allowance shall not be sold unless there is a clear benefit to the Municipality at large and does not adversely affect the legal or physical access, Council deny the request to close and purchase the road allowance between Lot 1, Block 1, Plan 2111149 within SW 14-9-2 W5 & Block OT, Plan 5379HV within NW 11-9-2 W5.

Carried

Minutes  
Council Meeting  
Municipal District of Pincher Creek No. 9  
February 13, 2024

K. ADJOURNMENT

Councillor Tony Bruder

24/087

Moved that Council adjourn the meeting, the time being 8:35 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
SPECIAL COUNCIL MEETING  
FEBRUARY 15, 2024**

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday, February 15, 2024 in the MD of Pincher Creek Council Chambers.

Waiver of notice of Special Meeting is attached to, and forming part of these minutes.

PRESENT Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Rick Lemire, and Tony Bruder.

STAFF CAO Roland Milligan

Reeve Dave Cox called the meeting to order at 10:04 am.

A. ADOPTION OF AGENDA

Councillor Tony Bruder 24/088

Moved that the Special Council Agenda for February 15, 2024 be approved as presented.

Carried

B. LAND USE BYLAW PUBLIC HEARING DATE

Councillor Rick Lemire 24/089

Moved that Council rescind resolution 24/069,

AND THAT the required Public Hearing for the Land Use Bylaw 1349-23 be scheduled during a Special Meeting on March 6, 2024 at 6:00 pm.

Carried

F. ADJOURNMENT

Councillor John MacGarva 24/090

Moved that Council adjourn the meeting, the time being 10:05 am.

Carried

\_\_\_\_\_  
REEVE

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


**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 change location of the meeting, to be held in the Council Chambers on February 15, 2024, for the purpose of discussing and acting upon:

1. Setting Public Hearing/Special Meeting for Land Use Bylaw


*Signed:*

  
\_\_\_\_\_  
Councillor Tony Bruder

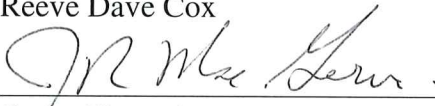
Date: February 15, 2024

  
\_\_\_\_\_  
Councillor Rick Lemire

Date: February 15, 2024

  
\_\_\_\_\_  
Reeve Dave Cox

Date: February 15, 2024

  
\_\_\_\_\_  
Councillor John MacGarva

Date: February 15, 2024

**From:** [Roland Milligan](#)  
**To:** [Dave Cox](#); [John MacGarva](#); [Rick Lemire](#); [Tony Bruder](#)  
**Cc:** [Jessica McClelland](#)  
**Subject:** FW: AC2024 registration opens soon! Start planning your attendance today  
**Date:** February 9, 2024 1:44:53 PM  
**Importance:** High

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Hello Council,

I will be adding this to the Agenda on Tuesday for you to discuss.

This presents a good opportunity for some of our Councillors to attend as the FCM Conference and Tradeshow is in Calgary this year.

Regards,

**Roland Milligan**

Chief Administrative Officer

M.D. of Pincher Creek No. 9

Box 279

1037 Herron Avenue

Pincher Creek, AB T0K1W0

Phone: 403-627-3130

Email: [AdminCAO@mdpincercreek.ab.ca](mailto:AdminCAO@mdpincercreek.ab.ca)

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**From:** FCM Events <[events@fcm.ca](mailto:events@fcm.ca)>  
**Sent:** February 9, 2024 12:59 PM  
**To:** Harold Hollingshead <[CouncilDiv4@mdpincercreek.ab.ca](mailto:CouncilDiv4@mdpincercreek.ab.ca)>  
**Subject:** AC2024 registration opens soon! Start planning your attendance today

[Click here to view this email in your browser.](#)



**February 9, 2024**



## Prepare for AC2024: Registration opening soon

Get ready to dive into the excitement of **FCM's 2024 Annual Conference and Trade Show (AC2024)**—the largest gathering of elected municipal officials in Canada!

Be a part of the action at AC2024 from June 6 to 9 at the Calgary TELUS Convention Centre as we unite to *Redefine our future*—for Canadians, our communities and cities, and our country. Join us as we explore how local governments, through collaboration across all levels of government, can drive transformative change from the ground up.

**Mark your calendars!** Registration officially opens on Tuesday, February 13 at 2 p.m. ET.

Here's what you can do in advance of registration opening:

- **Explore our [AC2024 website](#):** View the latest AC2024 information and get ready for an unforgettable experience in Calgary this June.
- **Discover our many study tour options:** During registration, you'll **reserve your spot for one [study tour](#) of your choice**. Check detailed descriptions before the launch, as study tour registration operates on a first-come, first-registered basis. Our study tours will showcase a range of Calgary municipal projects and facilities, offering insights into crucial issues affecting communities across the country.
- **If you're bringing company to AC2024**, review our diverse [companion tour](#) options before registration opens. Companions also have the option of purchasing a Companion Combination ticket for a heightened conference experience or can purchase individual event tickets separately.
- **Plan your trip to AC2024:** For assistance in booking a trouble-free and discounted trip to Calgary, visit our [travel](#) and [accommodation](#) pages on our website. Please note that **hotel reservation blocks will be available on February 13 at 2 p.m. ET.**

**Don't miss out!** FCM's Annual Conference and Trade Show is your annual ticket to learn best practices, influence the national municipal agenda, network with local leaders and build relationships to strengthen your community.

We can't wait to see you there!

**The FCM team**





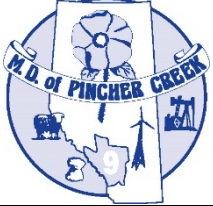

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# Administration Guidance Request

G1a

<b>TITLE: PUBLIC WORKS REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: FEBRUARY 21, 2024</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
Patrick Gauvreau	February 21, 2024	<b>ATTACHMENTS:</b> 1. Schedule A – Operations Report 2. Schedule B – Shop/Fleet Report	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
 <hr style="width: 100%;"/>	<hr style="width: 100%;"/> February 21, 2024 <hr style="width: 100%;"/>	<hr style="width: 100%;"/> <hr style="width: 100%;"/>	<hr style="width: 100%;"/> <hr style="width: 100%;"/>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**THAT Council, accept the Public Works Report for the period of February 5, 2024 to February 16, 2024 as information.**

**BACKGROUND:**

**10 YEAR PW STRATEGIC MASTER PLAN**  
 Operations Economic Inc. OEI has developed an engagement survey which is available for all staff to complete. The survey will be available until March 1, 2024. Information gathered will be used to identify the public works department needs, lack, and challenges.

**SOUTHFORK ROAD SLIDE UPDATE**  
 ISL issued an invitation to tender which closed at 2pm on February 16, 2024. The MD received 4 bids. There is a separate report speaking more in detail about the Southfork Road slide in this Council package agenda.

**MPE ENGINEERING – ACP GRANT UPDATE**  
 The MD had a discussion with MPE about deliverables from the ACP Grant. The MD is waiting on costs for all of the potential deliverables we discussed. Once we receive these costs, we will then move forward with the highest priority deliverables within scope and budget. Some of the deliverables we are asking for costs on are these:

- Maycroft Road – Design a 9.0m resource road standard, produce an updated cost estimate for paving or rebuilding a gravel top surface for the Maycroft.
- Bridge File Assessments
- Culvert GIS Location collection

## **Administration Guidance Request**

- Gravel Pit Assessment
- Considering the special needs of Hamlets such as Lundbreck, Beaver Mines, Pincher Station and Twin Butte
- Airport assessment – if funds allow.

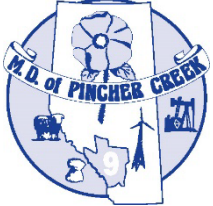
See attached Schedule “A” for the Shop / Fleet Report

See attached Schedule “B” for the Operations Report

### **FINANCIAL IMPLICATIONS:**

None

# PUBLIC WORKS REPORT SCHEDULE “B”

<b>PUBLIC WORKS OPERATIONAL REPORT</b>		
<b>PREPARED BY: TONY NAUMCZYK</b>		<b>DATE: February 21, 2024</b>
<b>DEPARTMENT: PUBLIC WORKS</b>		
Patrick Gauvreau	February 21, 2024	<b>ATTACHMENTS:</b> 1. n/a
Department Supervisor	Date	

**PUBLIC WORKS OPERATIONS SUMMARY:**

**IN FIELD ACTIVITY WEEK OF FEBRUARY 2 - 9**

1. 6-8 Graders maintaining roads
2. Permanent snow fence and rebuild ongoing (as per call log)
3. Monitor south fork slide
4. Train op2 on tractor trailer belly dumps, spot gravel roads
5. Fall Arrest training for 8 of our employee
6. 2 speed plows maintaining hard surface roads
7. Loader/small plow trucks maintaining hamlets

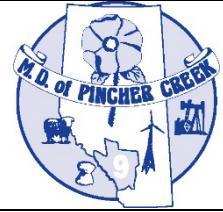
**IN FIELD ACTIVITY WEEK OF FEBRUARY 9-16**

1. 6 to 8 Graders maintaining roads /cleaning up snow
2. Permanent snow fence and rebuild ongoing (as per call log)
3. 2 snow plows clearing hard surface roads
4. Loader and small plow truck clearing snow in hamlets

**EVENTS**

1. Drifting snow FEBRUARY 5
  - 8 graders plowing snow drifts (6 am start)
  - 2 speed plows
  - Loader and small plow truck
2. Drifting snow FEBRUARY 11
  - 8 graders clearing drifted snow
  - 2 plow trucks clearing drifted snow on hard surface road

# SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: ALAN MCRAE

DATE: February 21/2024

DEPARTMENT: PUBLIC WORKS

PREPARED FOR: PATRICK GAUVREAU

ATTACHMENTS:

1. n/a

## SHOP/FLEET OPERATIONS SUMMARY:

### ACTIVITY WEEK OF FEBRUARY 8-9/2024

- #82 (belly dump)CVIP
- #59 (grader) **Call out** for coolant leak
- #57 (grader) continued work on hub re-assembly
- #420 (heavy truck) hood latch replacement

### ACTIVITY WEEK OF FEBRUARY 12-16/2024

- #70 (grader) circle repair
- #4 (loader) battery replacement
- #003 (snowblower) maintenance
- #57 (grader) continued work on hub re-assembly
- #70 (grader) door glass
- #64 (grader) **Call out** –front wheel drive hose blew, temporary fix to get off road for the weekend

### ACTIVITY WEEK OF FEBRUARY 20-21/2-2024

- #57 (grader) continued work on hub reassembly
- #64 (grader) **Field** replacement of the blown hydraulic hose from Feb 16<sup>th</sup>
- #65 (grader) **Call out** (starter issues), ordered starter and replaced the next day
- #421 service and preventative maintenance checks
- #491 to fix auto for estimate

### EVENTS

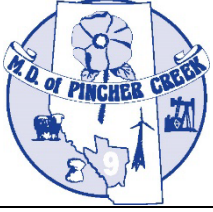

- One HD mechanic away on vacation from Feb 8-16th

### INCIDENCES

1. None for this period.

# Recommendation to Council

G1b

<b>TITLE: SOUTHFORK ROAD RECONSTRUCTION REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: FEBRUARY 21, 2023</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
<b>Patrick Gauvreau</b>	<b>February 21, 2024</b>	<b>ATTACHMENTS:</b> <b>1. None</b>	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
	<b>February 21, 2023</b>	_____	_____
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council rescind resolution 24/007 and;**

**That Council approve \$470,000 in 2024 for capital work on the Southfork Road, with said funds coming from the Municipal Sustainability Initiative (MSI).**

**BACKGROUND:**

The Municipal District (MD) of Pincher Creek No. 9 has been working with ISL engineering on the Southfork Road slide reconstruction project since it was noticed on the morning of November 6, 2023.

Due to the urgent nature of the project, the MD would be exempt from the New West Partnership Trade Agreement (NWPTA), specifically Schedule A-3, Section 2 (h) of the agreement states: *“The NWPTA procurement obligations do not apply in the following circumstances that the procurement procedures are not used by a procuring entity to avoid competition, discriminate between suppliers, or protect local suppliers: where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures.”*

ISL’s proposed an invitational tender for the procurement of a contractor. The MD through ISL issued an invitational tender to 4 contractors, one local and 3 from outside our MD. This tender closed on February 16, 2024 at 2pm.

Four bids were received by all contractors that were invited to this opportunity. Unofficial results from this tender ranged from \$374,034 - \$771,080. Riviere’s Construction was low bidder.

Updated project costs are as follows:

## Recommendation to Council

Construction Costs - Bid Price: \$374,034.00

Engineering Costs: \$51,277.00

10% Contingency: \$42,531.10  
\$467,842.10

Total estimated costs for this project with 10% contingency will be \$467,842.10. We are requesting \$470,000.00 from Council to fund this project through MSI. This project will be included in the 2024 capital project list.

Council originally approved \$370,000 under resolution 24/007. We are recommending this be rescinded and for Council to approve \$470,000 in 2024 for the capital work on the Southfork Road, with said funds coming from the Municipal Sustainability Initiative (MSI).

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### **FINANCIAL IMPLICATIONS:**

2024 capital project of \$470,000.00 funded through MSI.

CORPORATE POLICY

C-PW-009

**TITLE: DUST CONTROL**

<b>Approved by Council</b>	<b>Date: February 22, 2011</b>
<b>Revised by Council</b>	<b>Date: June 26, 2018</b>
<b>Revised by Council</b>	<b>Date: May 14, 2019</b>
<b>Revised by Council</b>	<b>Date: May 26, 2020</b>
<b>Revised by Council</b>	<b>Date: November 24, 2020</b>
<b>Revised by Council</b>	<b>Date: February 27, 2024</b>

**PURPOSE OF POLICY**

To identify areas in which approved dust control suppressants be applied on Municipal District (MD) controlled roadways in ongoing efforts to ensure public safety, quality of life, and to realize road maintenance cost reductions.

**POLICY STATEMENT**

The intent of this policy is to ensure appropriate usage and maintenance of MD roadways. The dust control program is an applied surface treatment for roadway sections that have been requested by ratepayers. Application will be during the spring or summer months, weather permitting and scheduled in accordance with local gravelling to maximize the effectiveness of the dust control agent.

The MD does not guarantee that the dust control product will be effective in eliminating dust but only to control it. Dust control locations will be maintained at the MD’s sole discretion. The drivability and the safety of the road is the MD’s top priority, and the MD reserves the right to grade any sections of dust control product applied during normal grading operations. The maintenance will be deemed necessary for road conditions that may present a risk to general traffic using said roadway.

Residents requesting dust control services shall be charged a fee, as per MD policy C-FIN-529, Fees and Charges, each time the dust control product is applied on the road. Cost adjustments to the subsidized dust control rate shall be estimated by the Public Works Manager or designate **yearly in March** and amended through Council resolution in the MD policy C-FIN-529, Fees and Charges.



The minimum treatment area length will be 100m adjacent to the residents/applicants property. Approximate typical spray width will match the existing road width to a maximum width of 8 metres.

Refunds will not be issued in the event that the dust control application is deferred due to road construction, delay in delivery of product, weather conditions, equipment breakdowns or any other circumstance that may postpone application. On MD road construction projects where the road surface has been disturbed and surface gravel has been placed, adjacent landowners will receive a one-time application in the year of construction.

The MD hires contractors to spray chloride base products at their respective rate (litres/sq. m.). When Lignosulfonate is the dust control product requested, the MD will apply the product with MD staff and equipment.

No person shall apply any product, whether it be for dust control purposes or other purposes, to roads in the MD without the approval of the Public Works Manager or designate.

## APPLICATION PROCESS

An advertisement shall appear in the local newspaper, posted to the MD website and social media each year, prior to the onset of the dust control program, advising ratepayers of application deadlines and program costs. The deadline for applications shall be set to the 1<sup>st</sup> of May of each calendar year or the first Monday thereafter.

The MD shall enter into an agreement with the Applicant prior to any application of dust control. Payment of full amount shall be required by the Applicant(s) prior to commencement of work.

## CONDITIONS FOR SERVICE

The MD will not apply dust suppression product to private property and will only apply dust suppression product for corporate entities with Council approval.

Companies having a road use agreement will be required to control dust with water as and when required. The Public Works Superintendent will monitor their activities and dust levels.

Dust suppression on roads using water only is at the discretion of the Public Works Manager.

The primary dust control suppressants of the MD will be Lignosulfonate, MG 30 (magnesium), and Calcium Chloride. All dust abatement products will meet the approved requirements of the Alberta Transportations highway maintenance specifications.

Testing of new dust suppressant and/or aggregate stabilization products will be conducted annually to determine if they provide a more durable surface, or are more cost effective.

Public Works will apply dust control to the roads as outlined in Schedule "A" to Policy C-PW-009 as approved by Council annually prior to doing the MD's ~~arterial~~ roads.

Prior to residential dust control being applied, the resident must fill out and sign an agreement to purchase materials or services form.



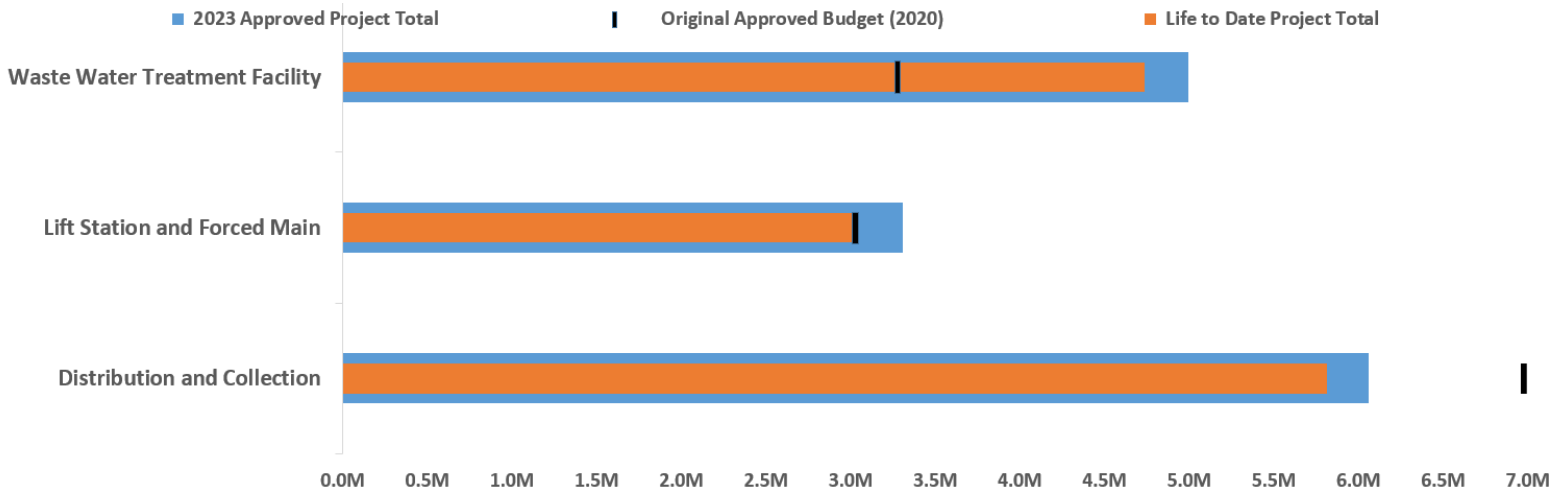
**M.D. OF PINCHER CREEK NO. 9**  
**UTILITIES & INFRASTRUCTURE REPORT**

G1d

**BEAVER MINES**

**Spend as of February 22<sup>nd</sup>, 2024: \$13,571,901 / \$14,359,848 (95%)**

**February 21<sup>st</sup>: \$13,571,901**



**February 7<sup>th</sup>: No Change**

- **Beaver Mines Water Distribution, Collection System**
  - Tender was awarded to BYZ on July 21, 2021.
    - 1. BYZ Enterprises Inc. **\$5,468,977.50 (Budget \$6,251,600)**
  - U/G Schedule A & B Completion May 31<sup>st</sup>, 2023 (excluding additional service work)
  - Total performance acceptance complete October 23<sup>rd</sup>, with noted warranty items specifically flagged for review
  - Working to closeout contractual duties related to landowner ROW agreements and remaining related costs. 3 of 5 closed out
  - Record drawings received. Awaiting remaining closeout docs (Op. & Maint. manuals, GIS data, photos) from MPE
  
- **Beaver Mines Waste Facility/System**
  - Tender was awarded to BYZ on May 31, 2022
    - BYZ Enterprises **\$2,338,309.00 (Original Budget \$2,076,999)**
  - Collection system is now connected to wastewater site via lift station
  - Groundwater well installations complete
  - Substantial completion achieved Dec 15<sup>th</sup>, with deficiencies to be addressed through early 2024
  - Formal response received from BYZ regarding damage claim sent December 20<sup>th</sup>, 2023 in value of \$60,000. Accepted
  - SCADA programming working for alarming and compliance reporting. Full integration underway. Regulator notified that that we are in full compliance period

(sampling, testing, etc.) starting January 31, 2024. Commissioning report to be submitted to AEP before Mar 31, 2024

- Working through deficiency & warranty items, construction completion certificate not anticipated until late Spring 2024
- **Beaver Mines Forcemain & Lift Station**
  - Tender was awarded to Parcon for Lift Station June 15<sup>th</sup> **\$2,326,091 (Original Budget: \$2,220,000)**
  - Long lead generator install to be complete and final SCADA programming
    - Anticipated total completion: February 28<sup>th</sup>, 2024
    - Generator and crane installation underway week of Feb 20<sup>th</sup>
  - Forcemain complete
  - Site is conveying flow to wastewater site. Substantial completion excluding permanent MCC/generator installation complete

# Current Water Operations Activity

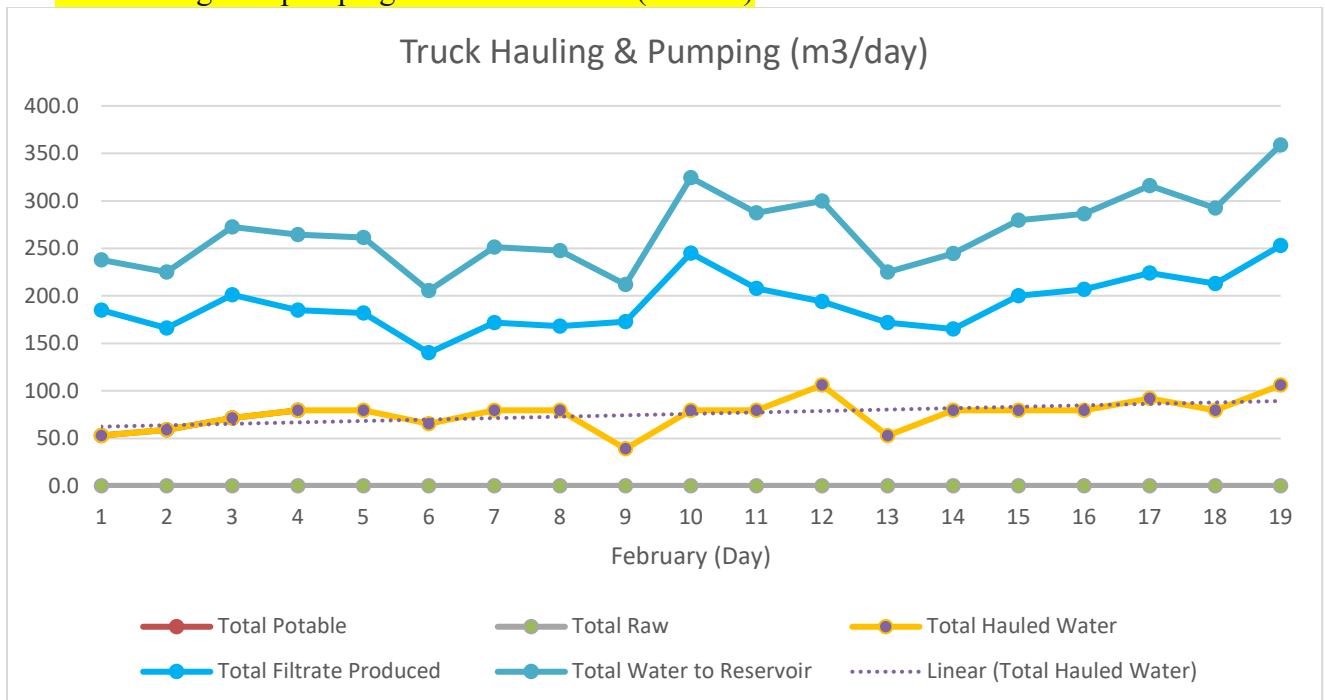
## Water Crisis Update

### Temp. Pumping Setup

- No recent concerns or issues. Utilizing tank setup with warmth again

### Usage

- Pumping has been primary water source since Dec. 22<sup>nd</sup>. Hauling potable to supplement pumping has been necessary
- Demand increasing with better CMR conditions
- Averaged 78 ~~77~~ m3/d since Jan 2<sup>nd</sup>
- New high for pumping recorded Feb 19<sup>th</sup> (253 m3)

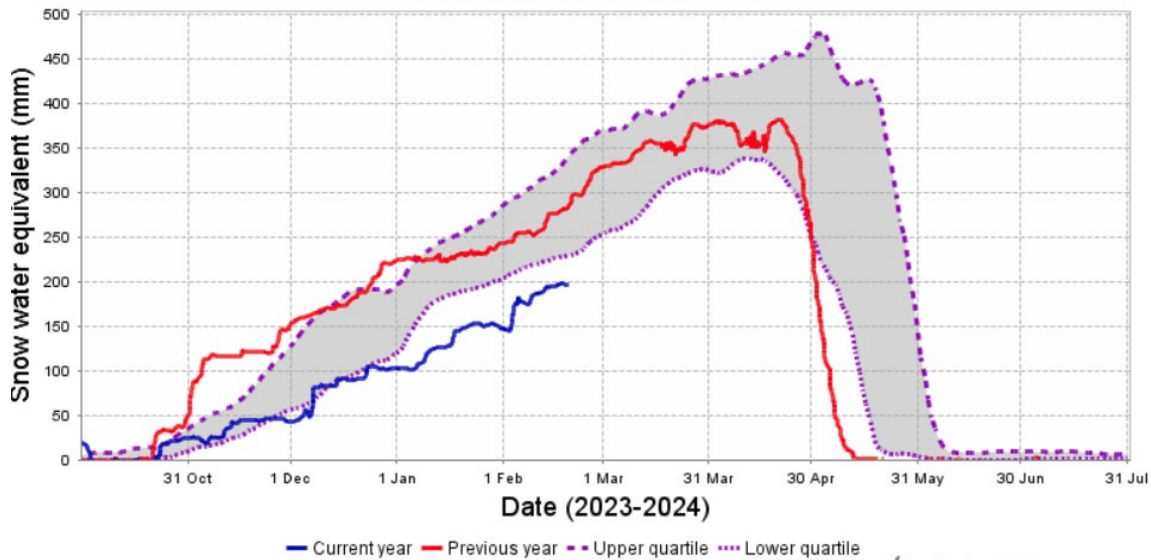


## Reservoir & Snowpack Tracking

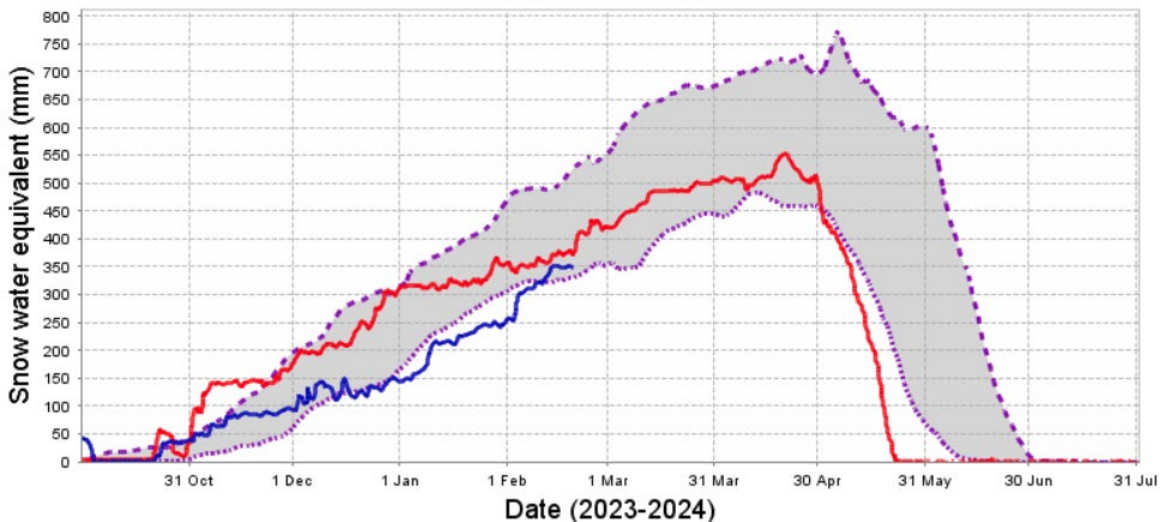
- Existing intakes will be underwater when reservoir level reaches 1103.5m (46% full)
- Reservoir levels bottomed out Dec. 4<sup>th</sup> at 1093.6m, slowly rising since.
  - Reservoir volume Feb 22<sup>nd</sup>: 30.08% Feb 6<sup>th</sup>: 29.2%
    - Level: 1096.30m 1095.8m
    - 81,300 dam3 87,000 dam3 remaining until intakes underwater
- Alberta Environment Snow Accumulation February January Update:
  - Oldman River basin: much below average ranging from 33% at Westcastle II to 76% at Gardiner Creek; below average at 51% at Lee Creek "Q"; outlier of 16% at Many Glacier (snow station); (6 site surveyed; Akamina Pass 2 – still not enough data at this station to calculate statistical information).
    - Improvement from January forecast

Snow water equivalent for the current year (blue),  
the previous year (red), and the normal range (grey)  
for station 05AA817

South Racehorse Creek - EPA



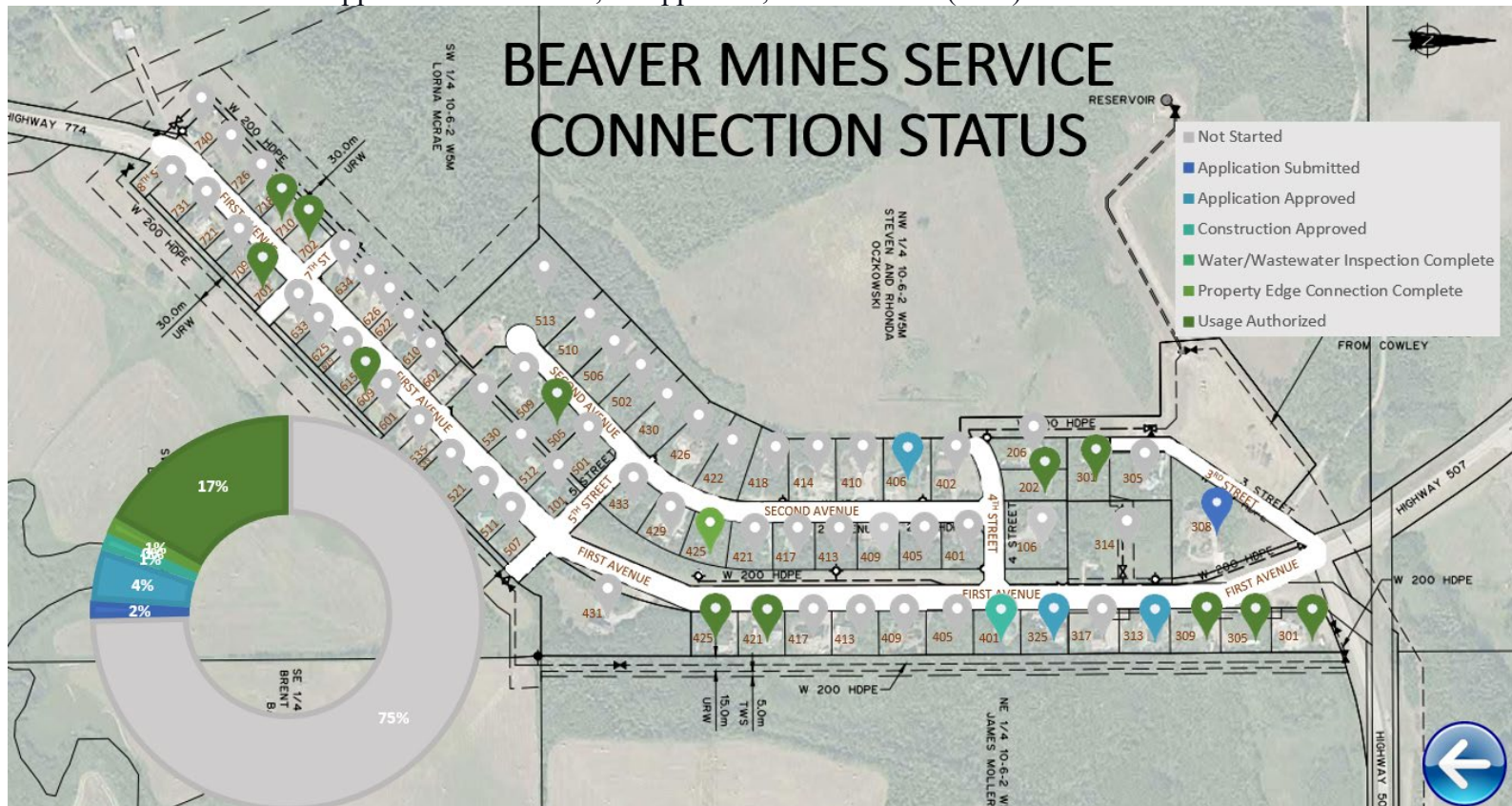
Gardiner Creek - EPA





## Beaver Mines Lot Servicing

18/74 applications reviewed, 17 approved, 12 connected (17%)



- Hydrant flow testing in BM was completed by PCES and passed for fire flow. PCES is updating the Fire Underwriters Survey with the MD's assistance

### Standpipes

- Last known issue: Feb. 9<sup>th</sup>, 2024 (PC Standpipe attempted theft)
  - Back online Feb 16<sup>th</sup>, 2024 (Custom parts required + borrowing from BM Standpipe)

### General Updates Feb 22<sup>nd</sup>, 2024:

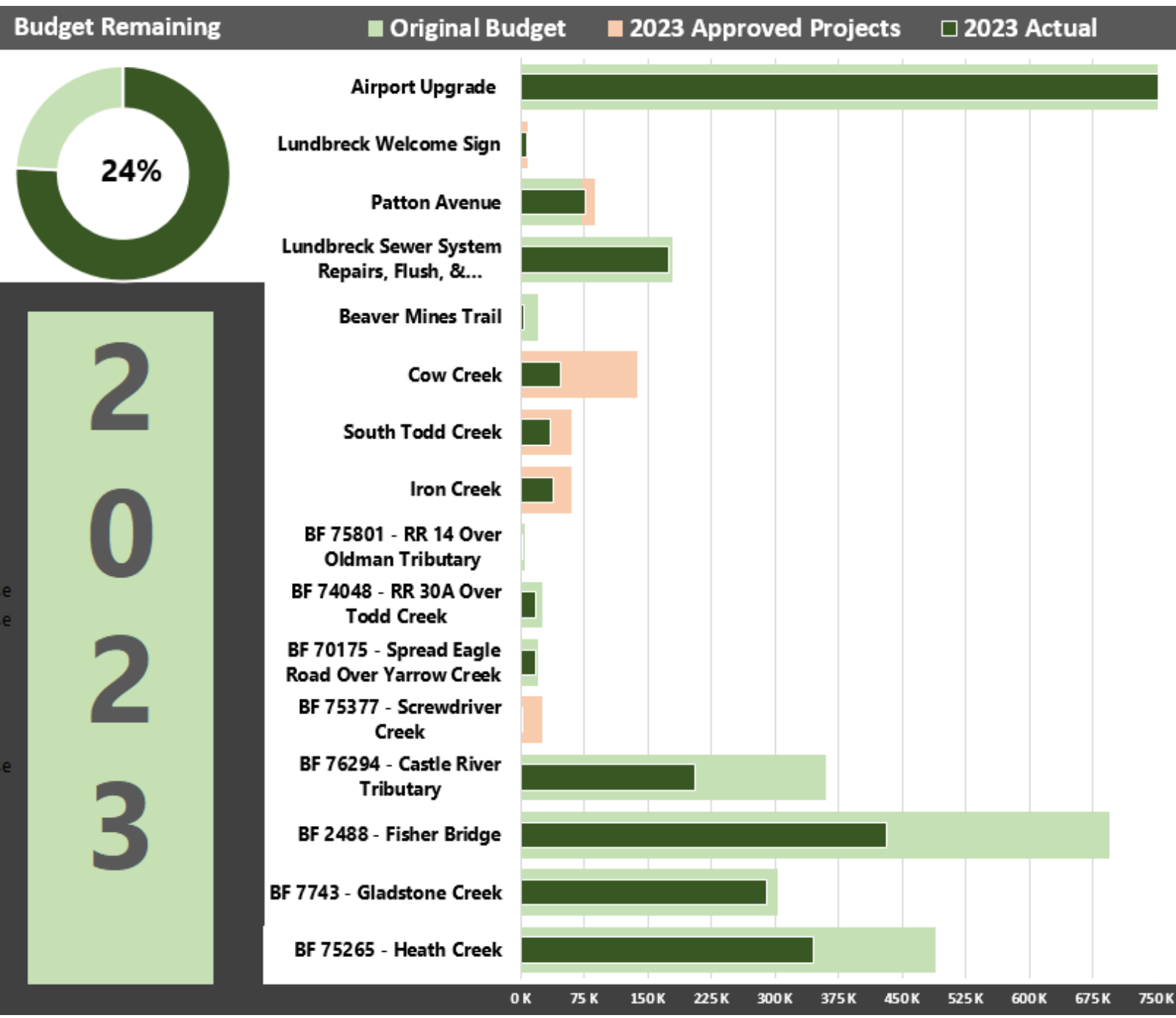
- WTP approval expiry date is April, 2024. Granted a 1 year extension on approval renewal due to current circumstances
  - Checking/updating all procedures and forms required under approval
- Permanent licenses for new pipeline have been drafted and reviewed by the MD. Awaiting AEPA release
- Scoping 2024 operational projects
- Working with commercial development in Lundbreck on new water and wastewater service installation
- Setting up gas monitoring equipment
- Installing improved sampling point with sink in lift station for untreated wastewater
- All annual reports to be completed by end of month (1 remaining)
- Working with new residential Lundbreck development on servicing
- Setting up annual generator testing for new generators
- Lundbreck pump realigned scheduled for Feb 27<sup>th</sup> (vibration issues)

## Large Capital and Other Projects

**Total 2024 Approved Budget: \$2,523,000. Spend as of February 22<sup>nd</sup>: Minimal**

*\*Graphics to follow in future updates*

**Total 2023 Approved Budget: \$3,617,000. Spend as of February 21<sup>st</sup>: \$2,779,635 (Minimal change)**





## Airport Lighting – Design 2022, Construction 2023

*Install Airport Airfield Lighting Replacement, with portion of funds from STIP*

- Design-build contract awarded to Black & McDonald (**Cost: \$979,600, Original Budget: \$867,000. Revised Contract: \$1,016,435 + line removal/paint**)
- CAD information received, Construction Completion Certificate (CCC) issued, processing final holdback release

## Therriault Dam – Rehabilitation Work

*Geotechnical and Hydrogeology study complete in 2023. 2024 engineering required to determine most economically viable solution to address undersized spillway/overtop potential. Toe berm upgrades will address seepage*

- Awaiting pricing for final assessment prior to design

## Lundbreck Lagoon Resiliency Analysis & Regionalization – Engineering 2023/24

*Review Lagoons ability to take on more flow (both regular and high strength). Review Cowley Lagoons ability to do the same, and options for regionalization*

- Notice of successful grant received Mar. 21<sup>st</sup>, 2023. Expanding scope to include Cowley
- Reached out to brewery April 4<sup>th</sup> to arrange sampling. Sampling complete May 11<sup>th</sup> at lagoon and brewery 2023.
  - Continued delays with metering device. Plan to draft report with assumed flows and update once flow monitoring device arrives
  - Draft report for Lundbreck phase of project received from MPE with assumed flows, initial review complete
  - Met with brewery Nov 20<sup>th</sup> to discuss flow acceptance, working towards implementation. Brewery installation of flow restriction and metering underway
- Lundbreck phase of report revised based on MD feedback to include collection system assessment and recommendations for upgrades, including sanitary dump station. Under review. Report to be updated with actual flows in 2024
- Cowley and regional report to be completed in 2024, draft for Cowley received Feb 20<sup>th</sup>, under review. Awaiting regional draft

## Oldman Reservoir Water Intake Low Level Project

- \$1.68M grant application finalized Jan 30<sup>th</sup>, 2024 for up to two (2) structures in reservoir
- Anticipate major regulatory submissions by 23<sup>rd</sup>
  - HRA Approval received
  - ATEC roadside approval submitted
  - 5 submissions remaining
- Meeting held with ATEC Feb 5<sup>th</sup> regarding funding:
  - ATEC will require we open tender (or pre-qualify) at least the pipeline and tie-in portion of the work. Infiltration structures under discussion
  - ATEC recommends we strongly encourage MLA to sternly follow-up with Ministers regarding importance of approving this project in a timely manner

- ATEC has also recommended we send another letter to Minister regarding importance of a funding decision for this project
  - Response received Feb 17<sup>th</sup> on letter sent to ATEC. Deputy Minister of Capital Planning, Grants, and Services confirmed MD's ability to proceed with contract and proceed with three (3) qualified bidder method

### **Raw Water Storage Project**

- \$3.37M grant application finalized Jan 30<sup>th</sup>, 2024 for 3 month (25-year) forecasted volumes
- No capital work approved for this project. Pending grant decisions

## Energy Projects

MD Estimated Annual Energy Savings: **\$23,906**

MD Achieved Annual Savings\*: **\$26,287**

MD Funding Secured (Total): **\$516,676**

*\*Based on utility bill review adjusted cost savings and the ICF agreement framework. This number is expected to rise as projects completed within the last year haven't seen a full year of savings.*

- **General Updates**

- Arena and MPF retrofit
  - Denied GICB grant application
- Received confirmation of \$22,080 for Electrical Tracking System at the Multipurpose facility
  - Installation scheduled for October 20, 2023
  - Installation of wiring complete
  - Expected final delivery date of meters February 19, 2024. Expected installation and commissioning March 2024
  - Meter installation scheduled for February 27, 2024
- QUEST net zero accelerator
  - Official kickoff Meeting September 28, 2023
  - Continued meetings with cohort, baseline report interview underway
  - Sustainable planning course available free of charge January-March 2024
  - Presentation of initial report findings complete December 21, 2023
  - Finalized scoring and report to be distributed February 2024
  - Beginning community energy and emissions inventory
- Submitted expression of interest for Energy Futures Lab roadshow in 2024. Received letters of support from Matthew Halton high school, Fortis Alberta, Riteline Electric, Southwest Alberta Sustainable Communities Initiative, and Enel North America
  - EFL shifting strategy, new timeline TBD
- MCCAC has released funding streams for Energy Manager funding and Energy Efficiency. Expected release spring 2024.
  - Discussing project list internally
- Received emergency services energy data and met with Fire Chief Nov. 14, 2023
- Submitted NRED grant for wind/solar energy conversion study update Dec. 19, 2023
- Conducted energy assessment and produce report for Lundbreck Hall Jan 11, 2024
- Annual energy analysis underway, expected completion February 2024
- Lightning 6 Month report released
  - \$570 saved to date, 0.5 Tonnes CO<sub>2</sub>e
  - Develop testing methodology to track performance under different conditions

- **Eco-centre Solar Installation**

- Complete July 20, 2023, producing power into grid
  - 1,458 kw-hr produced to date

- **Climate Resiliency and Adaptation Plan**

- Met with MITACS to investigate funding avenues for wind study
- Draft sustainable procurement policy developed for review by internal admin
  - Adjust to target all organizations
- Review action items identified for 2024 with Resiliency Team

- Engaged companies and organizations about interest in participating in a wind study to analyze pattern projections into the future
  - Goal is to engage 5 participants at \$5,000 fee to enable access PARC funding
- Began development of tree planting program plan
  - Engage Grumpy's Greenhouse, Nature Conservancy of Canada
  - Investigating roll out of school field trip day
  - Engaged Canyon, St. Micheals, Lundbreck, Piikani
- Final Homeowner risk assessment draft completed and under review
  - Expected public release in March 2024 – Working with communications team to adjust roll out methodology
  - Review final draft with Resiliency Team January 17, 2024
  - Working with comm's team to outline rollout. Final review underway
- **Clean Energy Improvement Program**
  - Full application submitted June 29, 2023
  - Amendments made based on FCM feedback and resubmitted August 11, 2023
  - Expected launch pending grant approval in Q2 2024
  - Terms and Conditions and Master Program Agreement drafts complete
  - Engaged with Sturgeon County to understand operational procedures
  - Received legal opinion from Brownlee about project eligibility

## Bridge Files

- **Bridge File 2488 – Fisher Bridge, NW-26-07-02-W5M**
  - ISL awarded Supply-Build Engineering contract
  - Design, Supply, & Fabrication of Prefabricated Bridge awarded to Algonquin Bridge **(Cost: \$458,040. Eng. Est: \$638,000).**
  - RFPQ (Request for Contractor Pre-Qualification) for Installation has been sent out and closed July 26<sup>th</sup>. Installation RFQ bids received September 14<sup>th</sup>, 2022. Awarded to low bidder **(Cost: \$330,954. Eng. Est: \$349,000)**
  - Existing abutments will have partial depth repairs complete, and cracks will be epoxy injected and sealed. Work falls under new DFO code of practice for clear span bridge
    - Scour identified under existing abutment. Costed plan included for 2024 budget
  - Signage and epoxy crack injection complete. Guardrail work complete, abutment repair work complete. Walkthrough required
  - Revised costing approved by Council. Permit work underway. Reviewing potential to use MD's Class 2 Riprap. Stocks show roughly 140 m3. Project requires roughly 100 m3
  
- **Bridge File 74260 – SGT Wilde over Foothills Creek Trib, SW-13-005-29 W4M**
  - Design work was complete in 2022. STIP Application submitted last year
  - 2m x 25m L culvert replacement
  - Land acquisition kicked off
  - Awaiting STIP response
  
- **Bridge File 74048 – Todd Creek Culvert, NW-36-009-03 W5M**
  - Preliminary engineering complete
  - 2024 budget is to replace if STIP funding can be obtained, or install timber struts until funding can be obtained
  - Will need to complete design, permitting, & obtain land after STIP funding decision is made to prevent unnecessary work
  - STIP application submitted, awaiting decision
    - Potential that depth of permitting requirements could push work into 2025
  
- **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**
  - Preliminary Engineering & Design complete
  - Scope includes:
    - Perform a pile splice repair on two piles in the west abutment, replace the east pile cap, place fill and riprap at the west headslope, minor wheel guard repairs & repairs to timber span, channel realignment, and west abutment riprap work
  - Design drawings received November 27<sup>th</sup>
  - Permitting and tendering kicked off
  - Sensitive stream habitat, SARA permit required. Construction window of August fairly set in stone. Cannot submit permits until Spring as stream work is required. May be difficult to achieve completion this year
  
- **Bridge File 75801 – Oldman River Tributary Culvert, SW-09-010-01 W5M**
  - Preliminary engineering complete. Struts recommended, drawing complete
  - Install of vertical steel struts to prevent further culvert deflection
  - Finalizing drawings. Straight forward permitting requirements

- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
  - Anticipating regulatory Directives making dealing with SAR crossings mandatory
  - Funding agreement signed Mar. 28<sup>th</sup>, 2023 for \$1.55M to cover more assessment and engineering along with replacement of 2 crossings, to be complete by March 2025
  - Status Report 2 due May 15, 2024
  
- **WCR #1: Iron Creek under Tapay (Carbondale) Road, LSD SE-15-006-03 W5M**
  - Prelim. engineering complete. Design awarded to Roseke Engineering
  - 100% grant funded
  - Structure is a 4.7m x 2m x 15m L corrugated steel box culvert
  - Land and permit work kicked off (initial design drawings received, revised)
    - Permit submissions have begun
  
- **WCR #2: S. Todd Creek Trib. under Chapel Rock Road, LSD SE-23-009-03 W5M**
  - Prelim. engineering complete. Design awarded to Roseke Engineering
  - 100% grant funded
  - Anticipated structure is a 1.8m x 23m open bottom CSP culvert
  - Land and permit work kicked off (initial design drawings received, revised)
    - DFO submission complete
    - Landowner signoff complete, awaiting paperwork
  - Goal is late Spring Tender
  
- **Bridge File 70417 – TWN RD 70 over Castle River Trib., SE-05-007-01 W5M**
  - 6.1m clear span bridge with extensive rot and voids in piles and pile caps
  - Prelim. engineering to be complete in 2024 with intended construction in 2025
  
- **Bridge File 75481 – TWN RD 93B over Olin Creek Trib., SW-23-009-01 W5M**
  - 1.5m x 24m L culvert with high deflection and corrosion
  - Prelim. engineering to be complete in 2024 with intent to address in 2025
  
- **Bridge File 00470 – Toney Rd over Pincher Creek Trib., SE-02-006-01 W5M**
  - 1.6m x 43m L culvert with significant perforations and minor deflections
  - Class B waterbody
  - Prelim. engineering to be complete in 2024 with intent to address in 2025

**Recommendation:**

That the Utilities & Infrastructure report for Feb 8<sup>th</sup> – 21<sup>st</sup> is received as information.

Prepared by: Roland/David/Tristan




Date: February 22<sup>nd</sup>, 2024

Submitted to: Council

Date: February 27<sup>th</sup>, 2024

# Recommendation to Council

G2a

<b>TITLE: C-FIN-524 – Tangible Capital Assets</b>			
<b>PREPARED BY: Brendan Schlossberger</b>		<b>DATE: February 22, 2024</b>	
<b>DEPARTMENT: ADMINISTRATION</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	<b>Draft C-FIN-524 – Tangible Capital Asset Policy</b>	
<b>APPROVALS:</b>			
			
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council approve the updated policy C-ADM-524 Tangible Capital Assets.**

**BACKGROUND:**

Administration has been directed to continue the process of updating the Corporate Policy Manual. This policy has been updated and revised to reflect current market conditions.

**FINANCIAL IMPLICATIONS:**

None at this time.



## MD OF PINCHER CREEK NO. 9

### FINANCIAL POLICY

C-FIN-524

**TITLE:       Tangible Capital Assets**

Revised by Council  
Approved by Council

Date: *Pending*  
Date: August 25, 2015

#### ***PURPOSE OF POLICY***

The purpose of this policy is to ensure all capital assets purchased, acquired, bettered, or constructed are accounted for appropriately and in compliance with the *Public Sector Accounting Board (PSAB) Handbook Section 3150*.

#### **POLICY STATEMENT**

1. The Municipal District of Pincher Creek No. 9 (MD) follows generally accepted accounting principles for recording, measuring, and accounting for its tangible capital assets.

#### **DEFINITIONS**

2. For the purpose of this policy, the following definitions shall apply:
  - a. “Amortization” shall mean the systematic manner of allocating the cost of an asset over its estimated useful life.
  - b. “Asset Retirement Obligation” shall mean a legal obligation associated with the retirement of a tangible capital asset.
  - c. “Betterment” shall mean subsequent expenditures on a recorded Tangible Capital Asset that:
    - Increase previously assessed physical output or service capacity
    - Lower associated operating costs;
    - Extend the useful life of the asset; or
    - Improve the quality of the output.
  - d. “Disposals” shall mean the removal of an asset from the MD’s records as a result of a sale, loss, or abandonment.
  - e. “Tangible Capital Assets” shall mean non-financial assets having a physical substance that:
    - Are held for use in production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets;
    - Have useful economic lives beyond one year;
    - Are to be used on a continuing basis; and
    - Are not for sale in the ordinary course of operations
  - f. “Capitalization Threshold” shall mean the minimum cost of an individual asset that the asset must have before it is recorded as a capital asset on the statement of financial position.
  - g. “Useful Life” shall mean the estimate of either the period over which a tangible capital asset is expected to be used by the MD.



## GENERAL GUIDELINES

3. All employees shall be responsible for assets under their direct control. Directors and department heads shall be responsible for assets assigned to their departments ensuring regular maintenance is performed, assets are kept in good usable order, and track assets with a computerized asset management system.
4. Expenditures that meet both the criteria of a Tangible Capital Asset and are greater than or equal to the Capitalization Threshold shall be recorded as a Tangible Capital Asset and will be financially reported as such.
5. Council must adopt a capital budget for each calendar year by January 1 of that calendar year. The capital budget must include the estimated amount needed to acquire, construct, remove, or improve capital property. Any proposed capital expense in excess of the capital budget requires a council resolution prior to incurring.

## BASIC ACCOUNTING HIGHLIGHTS

6. Tangible Capital Assets should be recorded at cost. This includes all amounts that are directly attributable to the acquisition, construction, development, or betterment of the asset. These costs may include, but are not limited to: purchase price, installation costs, design and engineering fees, legal fees, survey costs, site preparation, etc.
7. Capitalization occurs when no construction or development is taking place or when a tangible capital asset is ready for use in producing goods or services. A tangible capital asset is normally ready for productive use when the acquisition, construction, or development is substantially complete.

## ASSET CLASSIFICATION

8. All tangible capital assets will be classified into a specific asset class as defined in this section:
  - a. **Land** – land purchased or acquired for parks and recreation, building sites, infrastructure, and other program use, but not land held for resale.
  - b. **Land Improvements** – all improvements to land of a permanent nature such as parking lots, landscaping, lighting, pathways, and fences.
  - c. **Buildings** – permanent, temporary, or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery equipment, and working space.
  - d. **Engineered Structures** – permanent structural works such as roads, bridges, canals, dams, water and sewer, and utility distribution and transmission systems. Culverts greater than or equal to 1,500mm shall be capitalized an individual bridge file. Culverts less than 1,500mm shall be capitalized as part of the adjoining road structure. This category may also include buildings and/or machinery and equipment if those assets are designed exclusively for the particular system.
  - e. **Machine and Equipment** – Equipment that is heavy equipment for constructing infrastructure, small equipment in buildings and offices, furnishings, computer hardware and software.
  - f. **Vehicles** – Rolling stock primarily used for transportation purposes.

- g. **Cultural and Historical** – items considered as works of art or have cultural or historical significance that have been deemed worth saving on a permanent perpetual basis. Buildings that have been declared as heritage sites may, by Council resolution, be included in this category.

### **CAPITALIZATION THRESHOLDS AND USEFUL LIFE**

9. Capitalization Thresholds are set for each asset classification. The Capitalization Thresholds will determine whether expenditures should be capitalized or expensed in the current year.
10. Useful Life for an asset may vary within the asset classification and depends on the asset's quality and its intended use. See Appendix A for a detailed summary of useful life.

<b>Asset Classification</b>	<b>Threshold</b>
Land	N/A
Land Improvements	10,000
Buildings	20,000
Engineered Structures	20,000
Machine and Equipment	10,000
Vehicles	10,000
Cultural and Historical	10,000

### **AMORTIZATION**

11. All tangible capital asset classifications, except for land, shall be amortized using the straight-line method for depreciation purposes (asset original value less residual value divided by the number of years of useful life). Land shall not be subject to amortization.
12. Amortization shall begin at the beginning of the month following when the asset is put into use.

### **DISPOSALS**

13. The disposal of a capital asset results in its removal from service as result of sale, destruction, loss or abandonment.
14. The CAO, Directors or Department Manager's may dispose of Land Improvements, Machine and Equipment and Vehicles that the MD has owned for 15 years or greater. Council shall authorize the disposal of all other tangible capital assets. Disposal agreements must consider the appropriate sale price. Any proceeds from the disposal of assets shall be allocated to the asset classification reserve.

### **DONATIONS**

15. Donated assets can come from a number of sources:
- Developers contribute to infrastructure
  - Donations from taxpayers or other interested parties
  - Transfer of assets from another government entity

16. Donated Assets are recorded as revenue at their fair value at the time of the donation as the donation of the asset has improved the value of the assets in the entity.

### **BETTERMENT vs MAJOR REPAIR AND MAINTENANCE**

17. Betterments are enhancements to the service potential of a capital asset, such as;
- An increase in the previously assessed physical output or service capacity;
  - A reduction in associated operating costs;
  - An extension of the estimated useful life; or
  - An improvement in the quality of the output.

Betterments, that meet the thresholds of the applicable capital asset category, are capitalized. Otherwise, they are expensed.

18. Repairs and maintenance are expenditures incurred to maintain the originally anticipated service potential of a tangible capital asset for its estimated useful life. These costs do not increase the service potential, useful life, capacity, or efficiency of an existing capital asset and are therefore accounted for as an expense in the fiscal year in which they are incurred.

	<b>Betterment</b>	<b>Repair and Maintenance</b>
Service Potential	Increase	Maintain
Remaining Useful Life	Increase	Maintain
Accounting	Capital	Operating Expense
Threshold	Same as Capitalization Thresholds	N/A
Costs to Consider	All internal and external costs must be considered, with the exception of internal machine hours	

### **ASSET RETIREMENT OBLIGATIONS**

19. When the requirements of an Asset Retirement Obligation are met, the obligation must be capitalized as part of the cost of the tangible capital asset and amortized over its life. Examples of Asset Retirement Obligations include, but are not limited to the removal of asbestos, wastewater or sewage treatment facilities, septic beds, or other hazardous items such as lead paint or underground fuel.
20. The MD shall consider and record Asset Retirement Obligations greater than or equal to the asset classification thresholds.

**Dave Cox**  
Reeve

**Roland Milligan**  
Chief Administrative Officer




## Appendix A

<u>Asset Classification</u>	Maximum Useful Life (Years)
Major	
Minor	
<i>Sub-Class</i>	
<b>Land</b>	N/A
<b>Land Improvements</b>	
Airport Surface	40
Transfer Stations	25
Parking Lots	2
<i>Asphalt</i>	20
<i>Gravel</i>	15
Pathways	
<i>Asphalt</i>	20
<i>Gravel</i>	15
Permanent Fences	20
Playground Structures	20
Sprinkler Systems	25
Tennis Courts	15
Other Land Improvements	10-20
<b>Buildings</b>	
Permanent Structures	50
Portable Structures	25
<b>Engineered Structures</b>	
Bridges	75
Roadway Systems	
<i>Culverts</i>	50
<i>Roads - Asphalt</i>	25
<i>Roads - Gravel</i>	50
<i>Roads - Bituminous</i>	10
<i>Sidewalks</i>	15
Sanitary Sewer Systems	
<i>Collection Systems</i>	75
<i>Lift Stations &amp; Treatments Facilities</i>	50
<i>Lagoons</i>	75
Water Systems	
<i>Distribution System</i>	75
<i>Reservoirs</i>	50
<i>Standpipes</i>	20
<i>Water Treatment Plant &amp; Facilities</i>	50

<u>Asset Classification</u>	Maximum Useful Life (Years)
Major	
Minor	
<i>Sub-Class</i>	
<b>Engineered Structures - Continued</b>	
<i>Hydrants</i>	20
Other	
<i>Dams</i>	75
<i>Other Engineered Structures</i>	20-50
<b>Machinery and Equipment</b>	
Graders	13
Heavy Duty Equipment	15
Other Equipment	15
<b>Office and IT Equipment</b>	
Computer Systems	
<i>Hardware</i>	5
<i>Software</i>	10
Communication Equipment	10
Office Furniture and Equipment	10
Other Office and IT Equipment	10
<b>Vehicles</b>	
Heavy-Duty Vehicles	15
Light Duty Vehicles	15

# Recommendation to Council

G3a

<b>TITLE:</b> Notice of Subdivision 2024-0-018 from Town of Pincher Creek			
<b>PREPARED BY:</b> Laura McKinnon		<b>DATE:</b> February 22, 2024	
<b>DEPARTMENT:</b> Planning and Development			
	2024/02/22	<b>ATTACHMENTS:</b> 1. Notice of Subdivision Application	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
			2024/02/22
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council receive the Notice of Application for Subdivision of Land from Town of Pincher Creek as information and direct Administration if comments are required.**

**BACKGROUND:**

Per Bylaw 2010-11 and Bylaw 1200-10 Intermunicipal Development Plan with the MD of Pincher Creek and the Town of Pincher Creek, Section 2.6 Referral Policies, ORRSC on behalf of the Town of Pincher Creek has circulated the Notice of Application for Subdivision of Land (*Attachment No. 1*)

The proposed subdivision is within the established plan area in the Intermunicipal Development Plan. ORRSC Senior Planner Gavin Scott, has not notified Administration with any issues with the proposed subdivision.

Council is not required to provide comments on Subdivision 2024-0-018, however ORRSC for the Town of Pincher Creek welcomes them.

**FINANCIAL IMPLICATIONS:**  
None at this time.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

**DATE:** February 12, 2024

**Date of Receipt:**

January 24, 2024

**Date of Completeness:**

January 31, 2024

**TO: Landowner:** 2284544 Alberta Ltd.

**Agent or Surveyor:** Danielle Heaton

**Referral Agencies:** Town of Pincher Creek, MD of Pincher Creek No. 9, G. Scott - ORRSC, Holy Spirit RC School Division, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, Apex Utilities Inc., AB Health Services - South Zone, AB Environment & Protected Areas - J. Cayford, AB Transportation, Historical Resources Administrator, AER, Canada Post

**Adjacent Landowners:** 1212914 Alberta Ltd, 2536977 Alberta , 898845 Alberta Ltd, A & L Robbins Ranching Ltd., Alyssa A. & Kenneth & Joanne Cameron, Anthony J. & Danielle C. Radvak, Charles & Susan West, Char-Lew Land & Cattle Co. Inc, Clint E. & Erika A. Morning Bull, Diana I. & Maria S. Tuccillo, Doreen R. Reimer, G. Lee & Marie-Helene J. Hochstein, Gero Construction & Development Ltd., Greenfield Development Corp., Gregory A. & Isabelle Thurston, Keith & Audrey Eslinger, Kelly D. & Joanne Toews, Lucas M. & Brenda H. Sorge, Mark Kaye, Sandy May, Monica Martin, Sheldon Dickinson, Steven A. K. Mitchell, Kiy-Anna Courchesne, Hutterian Brethern Of Pincher Creek As A Church

**Planning Advisor:** Steve Harty *S.H.*

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the Town of Pincher Creek. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Matters Relating to Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **March 4, 2024**. (Please quote our File No. 2024-0-018 in any correspondence with this office).

**File No:** 2024-0-018

**Legal Description:** Lot 1, Block 5, Plan 8211483 within NE1/4 22-6-30-W4M

**Municipality:** Town of Pincher Creek

**Land Designation:** Multi-family Residential – R4 and Residential – R1  
(Zoning)

**Existing Use:** Residential

**Proposed Use:** Residential

**# of Lots Created:** 6

**Certificate of Title:** 231 243 412

**Proposal:** To create five lots, four at 0.53-acres (0.22 ha) each in size and one at 0.78-acres (0.31 ha) respectively in size from a 10.57-acre (4.28 ha) parcel, for multi-unit residential use.

**Planner's Preliminary Comments:**

The purpose of this application is to create five lots, four at 0.53-acres (0.22 ha) each in size and one at 0.78-acres (0.31 ha) respectively in size from a 10.57-acre (4.28 ha) parcel, for multi-unit residential use. The parcel is located on the northwest periphery of the town, west of Livingston Way, on the northside of Tumbleweed Ave and south of Highway 507.

The intent of the application is to create the first phase of a residential subdivision in accordance with the North Hill Area Structure Plan (Bylaw No. 1313). The applicant is proceeding with subdividing the 4.30-acre southern portion of the parent 10.57-acre parent title to accommodate future multi-unit residential development. This initial subdivision phase application is the first of three proposed phases. The five lots are proposed to accommodate the development of four residential multi-units each, for a total of 20 units once developed. This portion of the title was designated to the R4 land use district in 2016 by Town Council and conforms to the area structure plan layout concept adopted for the land (amended by Bylaw No. 1313-A). Five larger lots (approx. 175 x 120' or greater in size) will be created on a cul-de-sac connecting to the south on an extension to Tumbleweed Ave. The land is currently vacant and will require full municipal services to be installed for the subdivision. The subdivision plan includes rear lane alleyways (6.0 m wide) to be provided on the west and north sides that will connect to the lane behind the existing west lots on Livingston Way. The Town will require that the final subdivision plan include corner cuts on the lanes and roads on the final plan of subdivision. The names of the road to be dedicated on the registered subdivision plan are to be approved by the municipality.

The remnant 6.27-acre northern portion will remain vacant and will not be subdivided for residential (R1) use until a future time. This will be dependent on the applicant arranging for road connectivity to Briar Road and the subdivisions' north access to Highway 507 is discussed and approved by Alberta Transportation. Details on the future access alignment and provision of any TIA that may be needed by Alberta Transportation may be addressed at the future subdivision stage.

Municipal servicing needs may be addressed through the terms of a development agreement with the Town. An engineered servicing detail plan for the entire subdivision area (parent title), which will also need to illustrate the proposed servicing in relation to the proposed subdivision phases, will need to be prepared. A general shared utility right-of-way for shallow utilities along the lot frontage will need to be provided in the name of the municipality to the Town's specifications. As part of the subdivision process, the applicant will also need to provide a storm water management plan for the entire subdivision ASP area along with a lot building elevations grading plan to the Town.

There are no abandoned gas wells in proximity of this parcel. The land is identified by the province as potential containing historical resources of category of 5a & 4p. The applicant is responsible for meeting any conditions of the provincial department and must submit an application to the *Ministry of Arts, Culture and the Status of Women* for Historical Resources Act approval if required.

Overall, this proposal conforms to the criteria of the Town of Pincher Creek's Land Use Bylaw and all of the lots meet the bylaw's minimum lot dimensions and sizes (for multi-unit residential



uses for semi-detached, duplexes, and row houses). An approval may be considered with the conditions of:

1. Any outstanding property taxes shall be paid to the Town of Pincher Creek.
2. The applicant or owner or both enter into a Development Agreement with the Town of Pincher Creek, which may make reference to the provision municipal servicing, road construction, lot grading, soil erosion management, shallow utilities, and terms for security, etc.
3. That a plan of survey as prepared by an Alberta Land Surveyor illustrating the size and dimensions of all lots and public roadways as approved for the subdivision, including the addition of corner cuts on the lanes and roadways, be provided for final endorsement.
4. That an Engineered Servicing detail (construction) design plan for the entire subdivision area (parent title), be provided to the satisfaction of the Town, which may be addressed through the terms of the development agreement. This servicing design plan shall illustrate the proposed municipal servicing for the overall area (all 3 phases) and how the subdivision first phase will tie-in with the overall plan.
5. That the applicant provides an Engineered Storm Water Management Plan for the entire subdivision area (parent title) to the satisfaction of the Town, which may be addressed through the terms of the development agreement.
6. That the applicant provides an Engineered Site Grading (Lot Grading) Plan to the satisfaction of the Town, to ensure that proposed grading of each lot will not adversely affect abutting lots, and that the finished building lot grades conform to the overall master drainage plan. Alternatively, this may be addressed through the terms of the development agreement.
7. That an engineered Soil Management/Erosion/Sediment Control Plan be provided by the applicant to the satisfaction of the Town, to outline the requirements for soil management for the subdivision from the initiation of earth work until the area is fully developed, revegetated and landscaped, which may be addressed through the terms of the development agreement.
8. That any easement(s) as required by utility companies, or the municipality shall be established. Unless otherwise required by the Subdivision Authority, a utility right-of-way plan at a minimum 3.5 m width to be jointly shared by all shallow utility providers shall be registered along the lot frontages, with the easement agreement to be in the name of the municipality as the benefitting holder.
9. That the applicant is responsible at their expense for meeting any conditions of the Historical Resources Administrator on behalf of the *Ministry of Arts, Culture and the Status of Women*, including applying for historical resource act approval or the preparation of a Historic Resources Impact Assessment, if required.
10. Consideration of referral agencies' comments and any requirements.
11. Consideration of any conditions or requirements of Alberta Transportation.

#### **RESERVE:**

With respect to Section 663 of the MGA, Municipal Reserve will not be required with this Phase 1 application and will be deferred until the final 3<sup>rd</sup> Phase upon which the final land calculation will be made based on the final surveyed plan. If there is any calculated outstanding reserve land area owing (less the previously dedicated land areas in the ASP) it will be addressed at that time.

**If you wish to make a presentation at the subdivision authority meeting, please notify the Town of Pincher Creek Municipal Administrator as soon as possible.**

**Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.**



FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw): <u>Residential - R1 and R4</u>	
Fee Submitted: <u>\$2500.00</u>	File No: <u>2024-0-018</u>
APPLICATION SUBMISSION	
Date of Receipt: <u>January 24, 2024</u>	Received By: <u>JM</u>
Date Deemed Complete: <u>January 31, 2024</u>	Accepted By: <u>S.H.</u>

## APPLICATION FOR SUBDIVISION URBAN MUNICIPALITY

### 1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: 22 84 54 4 A B Ltd.

Mailing Address: \_\_\_\_\_ City/Town: Pincher Creek, AB

Postal Code: T0K 1W0 Telephone: \_\_\_\_\_ Cell: 3

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email  Mail

Name of Agent (Person Authorized to act on behalf of Registered Owner): Danielle Heaton

Mailing Address: \_\_\_\_\_ City/Town: Pincher Creek, AB Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: 3 83

Email: .ca Preferred Method of Correspondence: Email  Mail

Name of Surveyor: n/a - no existing buildings on property

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email  Mail

### 2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- All/part of the NE  $\frac{1}{4}$  Section 22 Township 6 Range 30 West of 4 Meridian (e.g. SE $\frac{1}{4}$  36-1-36-W4M)
- Being all/part of: Lot/Unit 1 Block 5 Plan 8211483
- Total area of existing parcel of land (prior to subdivision) is: 11.7 hectares \_\_\_\_\_ acres
- Total number of lots to be created: 5 Size of Lot(s): see attached drawings
- Municipal/Civic Address (if applicable): \_\_\_\_\_
- Certificate of Title No.(s): 231 243 412

### 3. LOCATION OF LAND TO BE SUBDIVIDED

- The land is located in the municipality of Pincher Creek, AB
- Is the land situated immediately adjacent to the municipal boundary? Yes  No   
If "yes", the adjoining municipality is MD of Pincher Creek
- Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes  No   
If "yes" the highway is No. 507
- Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes  No   
If "yes", state its name \_\_\_\_\_
- Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown  Yes  No

### 3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

- f. Is the land subject of the application the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes  No

If 'yes', please describe: \_\_\_\_\_

- g. Is the land subject of the application the subject of a licence, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under section 16 of the Government Organization Act\*? Yes  No

If 'yes', please describe: \_\_\_\_\_

*\*The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

### 4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land vacant
- b. Proposed use of the land residential

### 5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) generally flat - trending slope to north east
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)  
grass
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) clay
- d. Is this a vacant parcel (void of any buildings or structures)? Yes  No   
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.  
\_\_\_\_\_
- e. Are there any active oil or gas wells or pipelines on the land? Yes  No
- f. Are there any abandoned oil or gas wells or pipelines on the land? Yes  No

### 6. WATER SERVICES

- a. Existing source of water Municipal  Other   
If other, describe existing source of potable water \_\_\_\_\_
- b. Proposed source of water Municipal  Other   
If other, describe proposed source of potable water \_\_\_\_\_

### 7. SEWER SERVICES

- a. Existing sewage disposal Municipal  Other   
If other, describe existing sewage disposal \_\_\_\_\_
- b. Proposed sewage disposal Municipal  Other   
If other, describe proposed sewage disposal \_\_\_\_\_

**8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF**

I Danielle Heaton hereby certify that

I am the registered owner       I am authorized to act on behalf of the register owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

Signed: *Danielle Heaton*      Date: 23-Jan-2023

**9. RIGHT OF ENTRY**

I, David T Willms do  / do not  (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act

*David T. Willms*  
Signature of Registered Owner(s)

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the information being collected, contact the Oldman River Regional Services Commission FOIP Coordinator at 403-329-1344.



LAND TITLE CERTIFICATE

S  
LINC                                      SHORT LEGAL                                      TITLE NUMBER  
0033 191 347                                      8211483;5;1                                      231 243 412

LEGAL DESCRIPTION

PLAN 8211483  
BLOCK 5  
LOT 1  
CONTAINING 11.7 HECTARES ( 28.91 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:

		HECTARES	(ACRES)	MORE OR LESS
A)	PLAN 9812274      SUBDIVISION	1.38	3.41	
B)	PLAN 0413716      SUBDIVISION	0.101	0.25	
C)	PLAN 0612511      SUBDIVISION	4.536	11.21	
D)	PLAN 0710096      SUBDIVISION	0.018	0.04	
E)	PLAN 0811978      SUBDIVISION	1.389	3.43	

EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;30;6;22;NE  
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF PINCHER CREEK

REFERENCE NUMBER: 221 223 601

-----

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION

-----

231 243 412      15/08/2023      TRANSFER OF LAND

OWNERS

2284544 ALBERTA LTD.  
OF PO BOX 2440  
PINCHER CREEK  
ALBERTA T0K 1W0

REGISTRATION

NUMBER      DATE (D/M/Y)      PARTICULARS

-----

071 550 878      08/11/2007 CAVEAT  
RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL  
GOVERNMENT ACT  
CAVEATOR - THE TOWN OF PINCHER CREEK.  
P.O BOX 159, PINCHER CREEK  
ALBERTA T0K1W0  
AGENT - DOUGLAS J EVANS

081 147 973      23/04/2008 RESTRICTIVE COVENANT

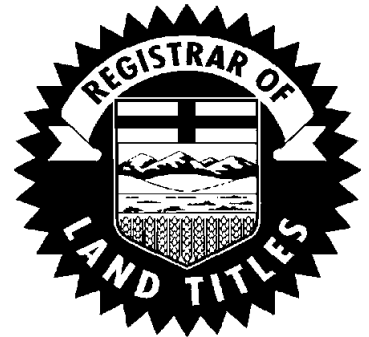
201 164 376      11/09/2020 EASEMENT  
OVER AND FOR BENEFIT: SEE INSTRUMENT

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 13 DAY OF  
DECEMBER, 2023 AT 11:47 A.M.

ORDER NUMBER:      49136891

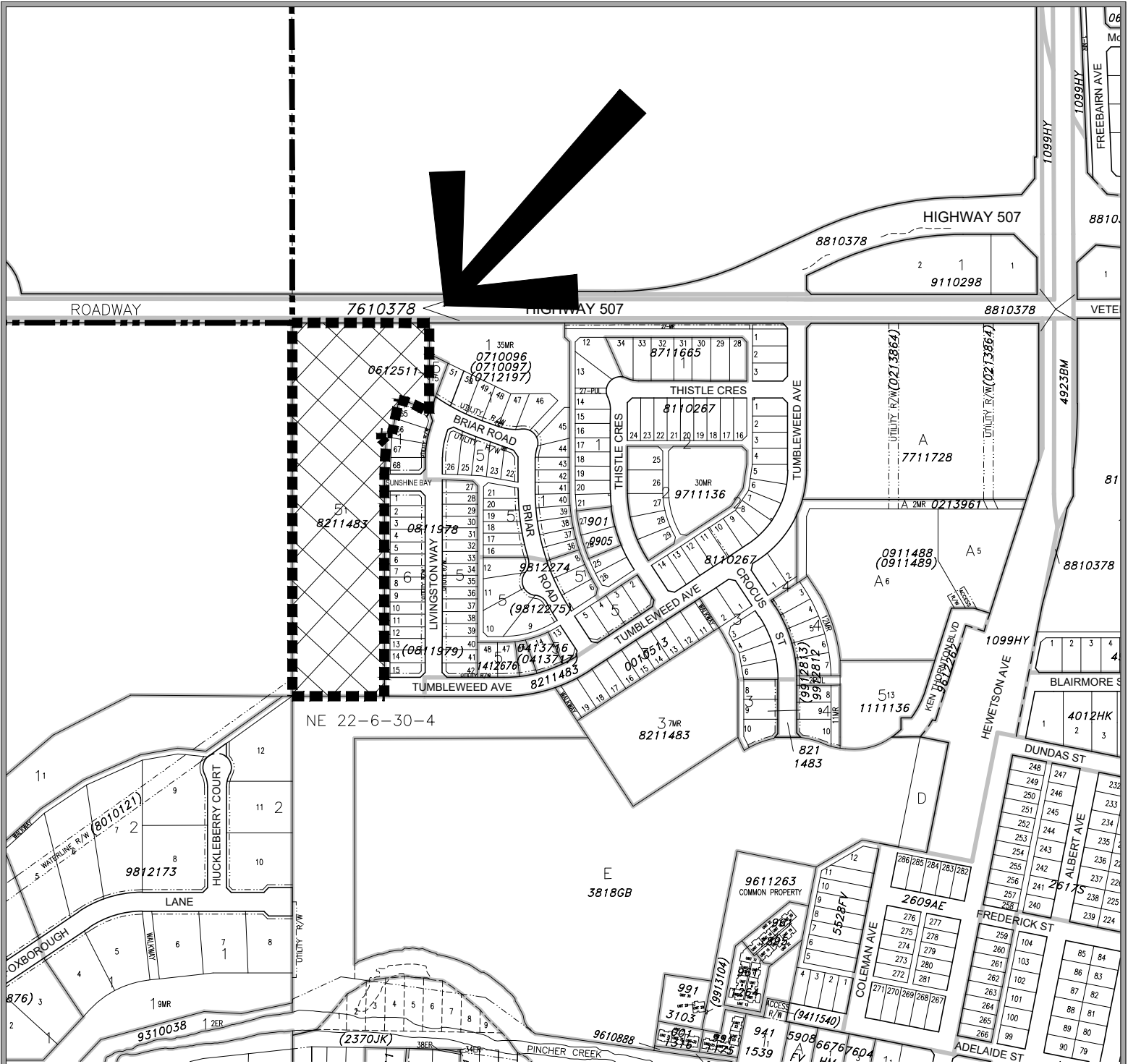
CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

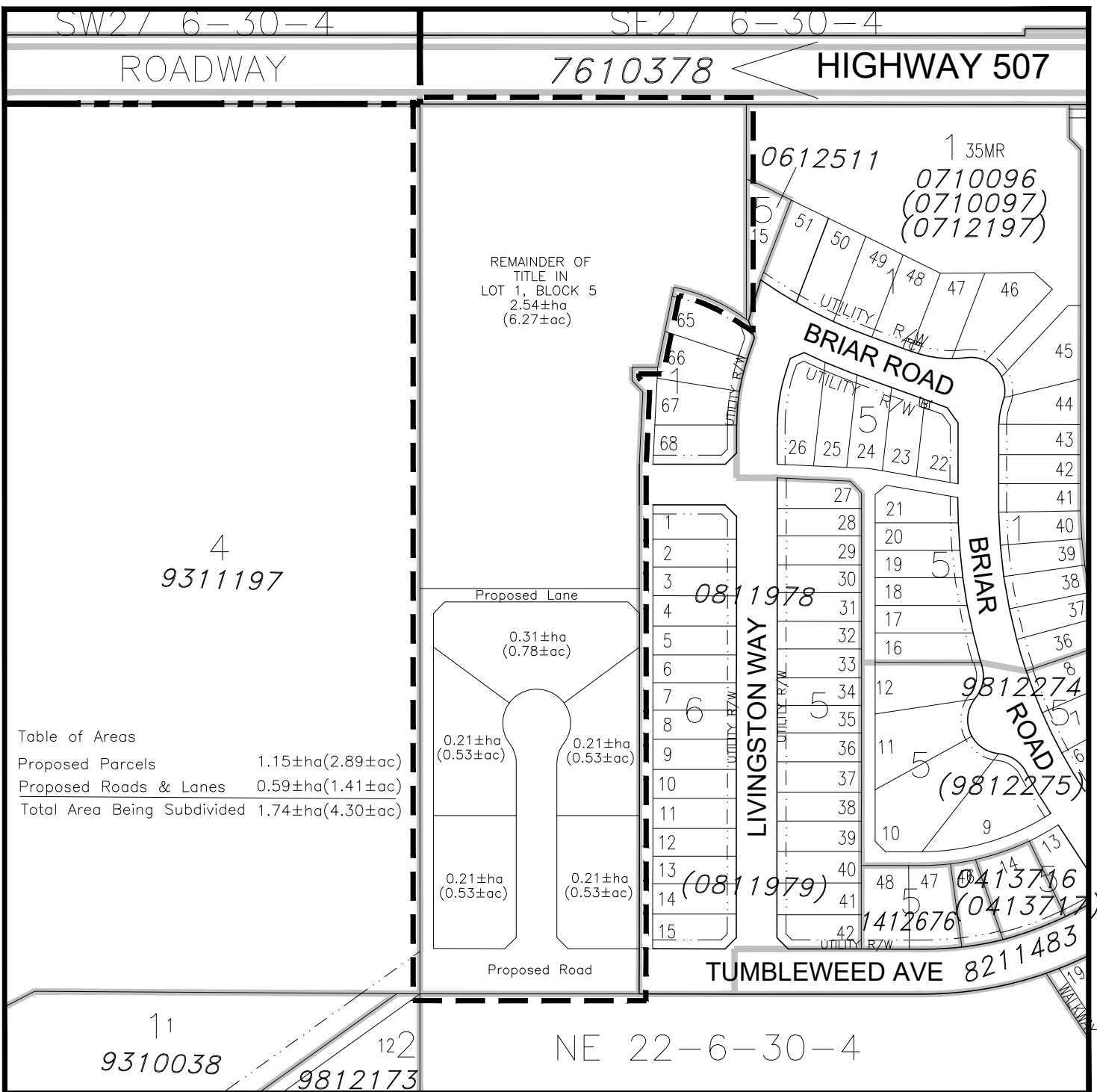
-----  
THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S) .



**SUBDIVISION LOCATION SKETCH**  
**LOT 1, BLOCK 5, PLAN 8211483 WITHIN**  
**NE 1/4 SEC 22, TWP 6, RGE 30, W 4 M**  
**MUNICIPALITY: TOWN OF PINCHER CREEK**  
**DATE: FEBRUARY 1, 2024**  
**FILE: 2024-0-018**





### SUBDIVISION SKETCH

See tentative plan of subdivision by BRT Consulting file no. BRT-23-416

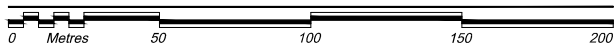
LOT 1, BLOCK 5, PLAN 8211483 WITHIN  
 NE 1/4 SEC 22, TWP 6, RGE 30, W 4 M  
 MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: FEBRUARY 1, 2024

FILE: 2024-0-018



OLDMAN RIVER REGIONAL SERVICES COMMISSION







## SUBDIVISION SKETCH

See tentative plan of subdivision by BRT Consulting file no. BRT-23-416

LOT 1, BLOCK 5, PLAN 8211483 WITHIN  
NE 1/4 SEC 22, TWP 6, RGE 30, W 4 M

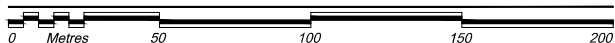
MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: FEBRUARY 1, 2024

FILE: 2024-0-018



OLDMAN RIVER REGIONAL SERVICES COMMISSION



February 07, 2024 N:\Subdivision\2024\2024-0-018.dwg



AERIAL PHOTO DATE: 2023



**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

February 9, 2024 to February 23, 2024

**Discussion:**

February 12	Senior Mgmt. Team meeting
February 13	Council Committee and Council Meetings
February 14	PW Strategic Plan Check in
February 15	Emerging Trends Webinar
February 15	Special Council Meeting
February 16	Weekly Water Crisis Intake Project Meeting with MPE
February 20	Health and Safety Specialist Candidate Interview
February 21	Health and Safety Specialist Candidate Interview
February 22	Council Packages preparation
February 22	Organizational Assessment Review Discussion with Sinogap
February 22	Coffee with Council, Division 2
February 23	Vacation

**Upcoming**

February 26	SDO
February 27	Health and Safety Specialist Candidate Interview
February 27	Council Committee and Council Meetings

**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period February 9, 2024 to February 23, 2024.

Prepared by: CAO, Roland Milligan

Date: February 22, 2024

Respectfully presented to: Council

Date: February 27, 2024

## **ADMINISTRATIVE SUPPORT ACTIVITY**

February 9, 2023 to February 21, 2024

### **Letters from last Council:**

- Resident Letter – Thank you for letter
- Early Learning Centre – Attendance at meeting
- 2 Road Closure Request

### **Advertising/Social:**

- Standpipe Issues due to vandalism
- Family Day closure
- Land Use Bylaw Public Hearing
- PSA Snow ridges on road
- SWIM Workshop
- By-Election notification
- Employment Opportunities – Purchasing Specialist

### **Other Activities:**

- Organizing for By-Election
- Council Package/Meeting
- Assisted HR with Postings for Open Positions

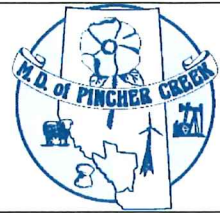
### **Invites to Council:**

- Lundbreck Citizens Council – Will contact MD later in Spring to attend

### **Upcoming Dates of Importance:**

- Coffee with Council – February 22, 2024
- Regular Committee, Council – February 27, 2024
- Special Meeting/Public Hearing 1329-23 – March 6, 2024

## Recommendation to Council



**TITLE:**                            **2024 MUNICIPAL BY-ELECTION  
ESTABLISHMENT OF CAMPAIGN PERIOD**

**PREPARED BY:**   **Roland Milligan**

**DATE:** February 22, 2024

**DEPARTMENT:**   **Administration**

		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	

**APPROVALS:**

	<b>Roland Milligan</b>		
_____	_____	_____	<b>2024/02/22</b>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**THAT for the purpose of the May 30, 2024 By-Election for Division 4, and pursuant to Section 147.(1)(b)(ii) of the *Local Authority Election Act*, Council hereby sets the Campaign Period from February 13, 2024 to 60 days immediately following the date of the by-election.**

**BACKGROUND:**

At the February 13, 2024 Council meeting, Council set the date of the by-election, date of the advance vote, voting for an incapacitated elector at home is provided during advance voting days, during the hours of regular voting, and appointed our returning officer and substitute returning officer, for the purposes of conducting the election under this Act.

Unfortunately there was some confusion regarding the setting of the ‘campaign period’ as defined in the Act. The campaign period is established as the period when candidates can claim expenses. This is normally done when the election date is set. The MD contacted Municipal Affairs and were informed that Council can establish the date by resolution and back date it to the same date that the election was set.

**FINANCIAL IMPLICATIONS:**

## Castle Community Legacy Fund – Request to MD of Pincher Creek

February 12, 2024

The Castle Community Legacy Fund (CCLF) is a new fund that has been started through a collaboration between several generous donors, the Castle Mountain Community Association (CMCA) and the Community Foundation of Lethbridge and Southern Alberta (CFLSA). It is a donor designated endowment fund with the interest allocated annually to an individual, group, or initiative in the Castle region.

### Request

That the Municipal District (MD) of Pincher Creek accept annual funds from the CFLSA on behalf of CMCA for allocation through the Castle Community Legacy Fund each year.

**Why are we making this request?** The CFLSA can only grant to donees approved by the Canada Revenue Agency (CRA). The list of approved donees on the CRA site include, among other entities, registered charities and Municipal Districts. The CMCA is not a registered charity, and based on their [vision and mission](#), is not eligible to become one.

### About the Castle Community Legacy Fund

The Castle Community Legacy Fund has been established with the goal of enhancing the Castle Community. The initial donations to the fund total \$30,000, and we anticipate this amount will grow over time.

The interest from this endowment fund will be allocated annually to individuals, groups, or initiatives in the south-western Alberta community. This is inclusive of all individuals who live, play, visit and / or work in the Castle region.

Purpose – to enhance:

- Education and safety
- Mental health and physical well-being
- Community spirit development
- Recreational pursuits
- Stewardship of the environment

### Resources

- Community Foundation of Lethbridge and Southern Alberta  
<https://cflsa.ca/>
- Castle Mountain Community Association  
<https://castlemountaincommunity.org/home/about/mission-and-vision-statement/>
- Canada Revenue Agency – List of Approved Donees  
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/qualified-donees.html>

For more information, please contact Karen Harker at [kgharker@gmail.com](mailto:kgharker@gmail.com) or 403-393-3962.

