

A

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
March 26, 2024  
6:00 pm  
Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Council Committee Minutes
  - March 12, 2024
2. Council Meeting Minutes
  - March 12, 2024

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

- a) RCMP for CNP and Pincher Creek – Receive for Information
- b) Pincher Creek Curling Club – Request for Member on Building Committee

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - Pincher Creek Crowsnest Landfill Meeting January 24, 2024
2. Councillor Rick Lemire – Division 2
3. Reeve Dave Cox– Division 3
  - RMA
4. Division 4 – vacant
5. Councillor John MacGarva – Division 5
  - RMA

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Operational Report
  - Report from Public Works dated March 20, 2024
  - Schedule A – Operations Report
  - Schedule B – Shop/Fleet Report

2. Finance

- a) Bridge File 75377 Settlement
  - Report from Finance, dated March 21, 2024

3. Planning and Community Services

- a) Land Use Bylaw Discussion

4. Municipal

- a) CAO Report
  - Report from Administration, dated March 21, 2024
- b) Revised ASB Terms of Reference
  - Resolution to Present to Council from ASB

H. CORRESPONDENCE

1. For Action

- a) Proposal for Comprehensive Energy Regulatory Legal Services
  - Letter from Regulatory Law Chambers
- b) Donation Request for Gift Basket for Raffle
  - Pincher Creek Minor Hockey

- c) H3TDA AGM
  - April 25, 2024 Taber
- d) Letter of Support Request
  - Grant Specialist for Ag Society

2. For Information

- a) Provincial Education Requisition Credit (PERC) Program Extension
  - Letter from Alberta Municipal Affairs
- b) Assessment Model Review Engagement Announcement
  - Letter from Alberta Municipal Affairs

I. NEW BUSINESS

J. CLOSED MEETING SESSION

K. ADJOURNMENT

MINUTES  
REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, March 12, 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, 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 March 12, 2024 be amended to include closed session b) Tax Rate Discussion – FOIP Sec. 24.1;

AND THAT the agenda be approved as amended.

Carried

2. Delegations

a) RCMP Crowsnest Pass and Pincher Creek

Sergeant Ryan Hodge and Constable Chris McKerracher with the RCMP attended the meeting to discuss rural crime and concerns within our community. Residents in the area have questioned how they can help and who they can contact to assist and support the local officers (such as contacting MLAs). Concerns have been raised about the increase in drug and theft activity.

Constable McKerracher discussed the program through the Province called SCAN. Safer Communities and Neighbourhoods (SCAN) is a unit of the Alberta Sheriffs that helps keep communities safe by dealing with problem properties for specific illegal activity. It is a reporting system for residents to utilize if they have concerns and allows for those properties to be flagged and looked into.

Sergeant Ryan Hodge, Constable Chris McKerracher, and Laura McKinnon left the meeting at this time, the time being 2:23 pm.

b) Pincher Creek Curling Club

Hayley Smith, Kyle Williams, and Carrie Kinahan, Pincher Creek Curling Club's building committee members attended the meeting to update the Council on the project. The building committee has hired an architect from Calgary (Left Hand). This company will draft plans, assist with permitting, and have the project ready to hire contractors. Once

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY, MARCH 12, 2024

plans are secured, they can go to the Town for development permits. Operations of the facility will be for the curling club, Town will be the title holder.

Curling Club has offered a seat to an MD Councillor to sit on the committee to be aware of all the updates on the project as it moves forward. The Town of Pincher Creek has Councillors Gary Cleland and Mark Barber on the building committee.

Members of the building committee left at this time, the time being 2:39 pm.

3. Closed Session

Councillor Rick Lemire

Moved that Council move into closed session to discuss the following, the time being 2:39 pm.

- a) Public Works Call Log – FOIP Sec. 24.1
- b) Tax Rate Discussion – FOIP Sec. 24.1

Councillor Tony Bruder

Moved that Council move out of closed session, the time being 4:28 pm.

Carried

4. Newsletter

Council discussed various topics they would like covered in the upcoming MD newsletter.

5. Round Table

RMA Convention

6. Adjournment

Councillor John MacGarva

Moved that the Committee Meeting adjourn, the time being 4:45 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**  
**MARCH 12, 2024**

9817

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 12, 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, Finance Manager Brendan Schlossberger, Public Works Manager Patrick Gauvreau, and Executive Assistant Jessica McClelland.

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

**A. ADOPTION OF AGENDA**

Councillor John MacGarva 24/121

Moved that the agenda for March 12, 2024 be amended to include:

Correspondence Action:

g) AHS Healthcare and Wildfire

Closed Session:

b) Culvert Replacement Legal Claim – FOIP Sec. 24.1

AND THAT the agenda be approved as amended.

Carried

**B. DELEGATIONS**

**C. MINUTES**

1) Special Council Meeting Minutes – February 15, 2024

Councillor Tony Bruder 24/122

Moved that the minutes of the Special Council Meeting of February 15, 2024 be amended to change waiter to waiver;

AND THAT the minutes be approved as amended.

Carried

2) Coffee with Council – February 22, 2024

Councillor John MacGarva 24/123

Moved that the notes from Coffee with Council of February 22, 2024 be approved as presented.

Carried

3) Council Committee Meeting Minutes – February 27, 2024

Councillor Rick Lemire 24/124

Moved that the minutes of the Council Committee Meeting of February 27, 2024 be amended to change Councillor Lemire to Councillor Bruder, during roundtable;

AND THAT the minutes be approved as amended.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 March 12, 2024

4) Council Meeting Minutes – February 27, 2024

Councillor Tony Bruder 24/125

Moved that the minutes of the Council Meeting on February 27, 2024 be approved as presented.

Carried

5) Special Council Meeting (Public Hearing Bylaw 1349-23) – March 6, 2024

Councillor Rick Lemire 24/126

Moved that the minutes of the Special Council Meeting (Public Hearing Bylaw 1349-23) on March 6, 2024 be approved as presented.

Carried

D. UNFINISHED BUSINESS

a) Pincher Creek Community Hall Request

Councillor Rick Lemire 24/127

Moved that Council agrees to provide a 47% share of the Pincher Creek Community Hall Request, in the amount of \$5640, to be taken from Tax Rate Stabilization Reserve - 6-12-0-735-6735.

Carried

E. BUSINESS ARISING FROM THE MINUTES

a) Travel Alberta

Councillor Tony Bruder 24/128

Moved that the presentation by Travel Alberta given on February 27, 2024, be received as information.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - Emerging Trends
  - Coffee with Council
  - Crowsnest Pincher Creek Landfill Association
  - Oldman Watershed Council Drought Workshop
  - Agricultural Service Board
2. Councillor Rick Lemire – Division 2
  - Pincher Creek Emergency Services Awards
  - Pincher Creek Foundation
  - Coffee with Council
  - Land Use Bylaw Public Hearing
  - Town Hall Drought Call
3. Reeve Dave Cox – Division 3
  - Agricultural Service Board
  - Town Hall Drought Call
  - Pincher Creek Foundation
  - Castle Mountain Resort Community Association
4. Division 4 – VACANT
5. Councillor John MacGarva – Division 5
  - Coffee with Council
  - Town Hall Drought Call
  - Joint Health and Safety Meeting

Minutes  
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- Lundbreck Citizens Council

Councillor John MacGarva 24/129

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor John MacGarva 24/130

Moved that Council receive the Public Works Operations Report, including Schedule A – Operations Report, and Schedule B – Shop/Fleet Report, for the period February 17, 2024 to March 5, 2024 as information.

Carried

b) Utilities & Infrastructure Report

Councillor Tony Bruder 24/131

Moved that Council receive the Utilities & Infrastructure Report for the period February 21, 2024 to March 1, 2024 as information.

Carried

2. Finance

a) 2023 Water Operations Costs

Councillor Tony Bruder 24/132

Moved that the Council approve up to a maximum of \$1,000,000 for the 2023 water shortage emergency operating costs, with said funds coming from 2023 operations.

Carried

3. Development and Community Services

a) Southern Alberta Land Trust Society (SALTS) Conservation Easement – McLaughlin

Councillor John MacGarva 24/133

Moved that Council acknowledge the receipt of the notice of the Conservation Easements for Southern Alberta Land Trust Society's McLaughlin project,

AND THAT Council waive the 60-day notice period prior to registration for the Conservation Easement.

Carried

4. Municipal

a) CAO Activity Report

Councillor Tony Bruder 24/134

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Moved that Council receive for information, the CAO Activity report for the period of February 26, 2024 to March 8, 2024.

Carried

H. CORRESPONDENCE

1. For Action

a) Livingstone Landowners Group Invitation to “Dried Up, What Now”

Councillor Rick Lemire 24/135

Moved the the Livingstone Landowners Group Invitation to “Dried Up, What Now”, be received as information.

Carried

b) 2024 Minister's Awards for Municipal and Public Library Excellence

Councillor Rick Lemire 24/136

Moved that the 2024 Minister's Awards for Municipal and Public Library Excellence be received as information.

Carried

c) Intermunicipal Collaboration Framework Survey - Survey from Municipal Affairs

Councillor Tony Bruder 24/137

Moved that Councillor Rick Lemire complete the Intermunicipal Collaboration Framework Survey on behalf of the MD Councillors.

Carried

d) Shop Shaker – Request for Sponsorship - Castle Mountain Resort

Councillor Tony Bruder 24/138

Moved that the request for sponsorship from Castle Mountain Resort, for the Shop Shaker, be received as information.

Carried

e) Volunteer Appreciation Event - April 18, 2024

Councillor Rick Lemire 24/139

Moved that any interested Councillor be authorized to attend the Volunteer Appreciation Event on April 18, 2024.

Carried

f) Developing a Collective Community Health Framework - Survey from AHS

Councillor Tony Bruder 24/140

Moved that the Developing a Collective Community Health Framework - Survey from AHS, be received as information.

Carried



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g) Conversation with AHS about Healthcare and Wildfire Response Survey

Councillor Tony Bruder 24/141

Moved that the Conversation with AHS about Healthcare and Wildfire Response Survey be received as information.

Carried

2. For Information

Councillor Rick Lemire 24/142

Moved that the following be received as information:

- a) Budget 2024 – Municipal Affairs
- b) Pincher Creek and District Municipal Library
  - 2023 Annual Report
  - Statistics Infographic

Carried

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 24/143

Moved that Council move into closed session to discuss the following, the time being 7:16 pm:

- a) Culvert Replacement Legal Claim – FOIP Sec. 24.1

Councillor Rick Lemire 24/144

Moved that Council move out of closed session, the time being 7:28 pm.

Carried

- a) Culvert Replacement Legal Claim

Councillor Tony Bruder 24/145

Moved that Council direct administration to proceed as discussed in camera in regards to the Culvert Replacement Legal Claim.

Carried

K. ADJOURNMENT

Councillor John MacGarva 24/146

Moved that Council adjourn the meeting, the time being 7:30 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION**  
**MINUTES**  
**January 24, 2024**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held at 9:05 am  
 Wednesday January 24, 2024, at the Pincher Creek Landfill.

Present: Tony Bruder, Municipal District of Pincher Creek #9  
 Dean Ward, Municipality of Crowsnest Pass  
 Dave Filipuzzi, Municipality of Crowsnest Pass  
 Doreen Glavin, Municipality of Crowsnest Pass  
 Mark Barber, Town of Pincher Creek  
 Dave Slingerland, Village of Cowley  
 Dean Bennett, Landfill Manager  
 Chelsie Antoniuk, Landfill Administrator

**AGENDA**

Additions to the Agenda:

6.E. Purchase of Plooto A/P System

Tony Bruder Moved the agenda be adopted as presented

Carried. 01.24.24-2256

**MINUTES**

Doreen Glavin

Moved the minutes of Dec 13, 2023, be adopted as circulated.

Carried. 01.24.24-2257

**MANAGER'S REPORT**

- MSW has been steady for this time of the year with big clients, regional is low, we have seen as little as 15 vehicles a day, that's low even for January.
- The Industrial cell is slow, but this is usual for this time of the year.
- The Cold weather has been hard on everyone, the landfill closed for a day and a half due to the extreme cold, equipment doesn't seem to work, and we run a huge deficit anyways. We have decided to start closing the landfill at -30 in the future.
- We had a Lithium battery fire; they are becoming very common as Lethbridge just had 2 packer trucks catch fire the same morning because of Lithium batteries. We will be adding fire extinguishers in the MSW and Industrial cells to help with anything like this in the future.
- With things being slow we have been catching up on our maintenance, rebuilding the wind fences, organizing the c-cans for storage and parts etc.
- The Eco Center continues to roll along with no issues, still receiving compliments on our service and how clean its kept.

- Recycling in the CNP continues to have issues, we are now taking pictures and analysing the difference in time to complete a bin and how much garbage is separated from each of these bins, once that is done, I will decide weather to add a processing fee to those bins.
- The revamping of the 2 crews is now complete I feel we have a very good balance between experienced and new employees.
- We are training a new scale attendant to help with staffing in that area as well.

Tony Bruder

Moved the Manager's report be adopted as presented. Carried. 01.24.24-2258

**FINANCIAL REPORT**

Administration provided the Income Statement/Balance Sheet and Budget to Dec 31, 2023

Dave Slingerland Moved the financial reports be accepted as information. Carried. 01.24.24-2259

**DONATION REQUEST FROM CROWSNEST PASS DANCE FESTIVAL**

A Donation request from Crowsnest pass dance festival for Dance festival.

Dave Filipuzzi moved that \$500.00 be donated to the Crowsnest pass dance festival. Carried. 01.24.24-2260

**DONATION REQUEST FROM KANANASKIS RODEO ASSOCIATION**

A Donation request from Kananaskis Rodeo Association for the Pro Rodeo.

Tony Bruder moved that \$500.00 be donated to Kananaskis rodeo association. Carried. 01.24.24-2261

**DONATION REQUEST FROM PINCHER CREEK & DISTRICT MUNICIPAL LIBRARY**

A Donation request from Pincher Creek and District Municipal Library to bring a planetarium To pincher creek.

Mark Barber moved that \$500.00 be donated to Pincher Creek & District library. Carried. 01.24.24-2262

**DONATION REQUEST FROM THE POLE AND SPUR - SKIJORING**

A Donation request from The Pole and Spur for Skijoring

Dave Glavin moved that \$500 be donated to The Pole and Spur. Carried. 01.24.24-2263

**PLOOTO A/P SYSTEM**

Doreen Glavin made a motion to move forward with the new Plooto A/R System Carried. 01.24.24-2264

**CLOSED IN CAMERA SESSIONS WAS CALLED BY THE LANDFILL MANGER**

Time In	9:34 AM	Moved by Doreen Glavin	Carried. 01.24.24-2265
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Time Out	9:50 AM	Moved by Tony Bruder	Carried. 01.24.24-2266
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**Correspondence:**

Thank you card from Allied arts council.

Thank you card from Crowsnest Pass family resource & crisis centre.

Thank you card from Brady Rast for the Scholarship.

**NEXT MEETING DATES 9:00 AM**

Feb 21, 2024

Mar 20, 2024

April 17, 2024

May 15, 2024

June 19, 2024

July 17, 2024

Aug 21, 2024

Sep 18, 2024

Oct 16, 2024

Nov 20, 2024

Dec18, 2024

**ADJOURNMENT**

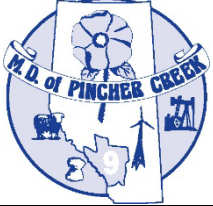

Dave Filipuzi Moved the meeting adjourn at 9:51 am

Carried. 01.24.24-2267

  
CHAIRMAN

  
ADMINISTRATION

## Administration Guidance Request

<b>TITLE: PUBLIC WORKS REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: MARCH 20, 2024</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
<b>Patrick Gauvreau</b>	<b>MARCH 20, 2024</b>	<b>ATTACHMENTS:</b> 1. Schedule A – Operations Report 2. Schedule B – Shop/Fleet Report	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
 _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
<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 March 5, 2024 to February 16, 2024 as information.**

**BACKGROUND:**

**SOUTHFORK ROAD SLIDE UPDATE**  
 Pre-construction meeting with Riviere’s Construction, ISL and MD staff is happening on April 3<sup>rd</sup>, 2024 with the work commencing on April 4<sup>th</sup>, 2024. The duration of the project was estimated at 4 weeks, therefore we anticipate the project to be completed in the first week of May 2024. A public announcement has been posted on social media letting residents know that we will be closing the road for the duration of the project. Signage will be placed at both highway 3 locations (one by the airport and the other just South of Cowley, AB).

**Upcoming Programs:**

Dust Control Program: Application Request Forms Due on or before May 1  
 Spot gravelling will occur prior to applying dust control product on MD roads.

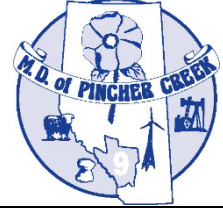
See attached Schedule “A” for the Shop / Fleet Report

See attached Schedule “B” for the Operations Report

**FINANCIAL IMPLICATIONS:**  
 None

# PUBLIC WORKS REPORT SCHEDULE "A"

## SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: ALAN MCRAE

DATE: March 18/2024

DEPARTMENT: PUBLIC WORKS

PREPARED FOR: PATRICK GAUVREAU

ATTACHMENTS:

1. n/a

### SHOP/FLEET OPERATIONS SUMMARY:

#### ACTIVITY FOR March 4-8/2024

- #415 (cab and chassis)- put rear taillights and mudflaps on it so it can be taken to Calgary for hooklift
- #7 (loader) complete service
- #494 (3/4 ton) headlight issue resolved **CALL OUT**
- #72 (grader) tire fill
- #042A (loader/plow) non starting issue **CALL OUT**
- #65 (grader) starter issue **CALL OUT**
- #418 (plow truck) front slack adjuster change out
- #64 (grader) repair/straighten front fender

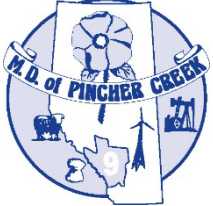
#### ACTIVITY FOR March 11-15/2024

- #667 (AES ¾ ton) service and preventative maintenance checks
- #70 (grader) boost **CALL OUT**
- #65 (grader) circle adjust and moboard pin fix
- #44 (ride on mower)- service and preventative maintenance, repair steering
- #430 (tank truck) CVIP and repairs- waiting on window regulator before it can pass inspection
- #62 (grader) hyd line repair
- #63 (grader) wiper motor fix

#### INCIDENCES/EVENTS

- #65 starter issue, starter was changed Feb 21/24 on a call out.
- Both mechanics in 1<sup>st</sup> aid March 7-8/2024

# PUBLIC WORKS REPORT SCHEDULE “B”

<b>PUBLIC WORKS OPERATIONAL REPORT</b>		
<b>PREPARED BY: TONY NAUMCZYK</b>		<b>DATE: March 20, 2024</b>
<b>DEPARTMENT: PUBLIC WORKS</b>		
<b>Patrick Gauvreau</b>	<b>March 20, 2024</b>	<b>ATTACHMENTS:</b> <b>1. n/a</b>
<b>Department Supervisor</b>	<b>Date</b>	

**PUBLIC WORKS OPERATIONS SUMMARY:**

**IN FIELD ACTIVITY WEEK OF March 4-8, 2024**

1. 6-8 Graders maintaining roads
2. Monitor south fork slide
3. Flag person training 14 employees
4. In house grader training new OP2
5. First aid training -2days 14 employees

**IN FIELD ACTIVITY WEEK OF MARCH 11-15, 2024**

1. 6 to 8 Graders maintaining roads / cleaning up snow
2. Hauled concrete from airport house to the landfill
3. 2 speed plows maintaining hard surface roads
4. Monitor south fork sluff
5. Sign repair and replacement
6. Pot hole patching on hard surface roads
7. In-house skid steer training-new OP2s

**EVENTS**

D/K Blade Services is spending 4 weeks with the MD performing grader training for four of our equipment operators.

There were no snow events to report

## Recommendation to Council

<b>TITLE: Bridge File 75377 Settlement</b>			
<b>PREPARED BY: Brendan Schlossberger</b>		<b>DATE: March 21, 2024</b>	
<b>DEPARTMENT: Finance</b>			
<b>Department Supervisor</b>		<b>Date</b>	<b>ATTACHMENTS:</b> 1. NIL
<b>APPROVALS:</b>			
 _____ <b>Department Director</b>	2024/03/21 _____ <b>Date</b>	 _____ <b>CAO</b>	2024/03/20 _____ <b>Date</b>

**RECOMMENDATION:**

**That Council approve \$50,000 in 2024 funds to settle the legal dispute regarding Bridge File 75377, with said funds coming from the Tax Rate Stabilization Reserve.**

**BACKGROUND:**

- The MD has settled the legal dispute regarding the initial construction contract of BF 75377. The settlement exceeds our current budgeted legal expenses and will require additional funding. MD specific legal fees regarding the settlement will remain under the operating budget.

**FINANCIAL IMPLICATIONS:**  
 \$50,000 funded through the Tax Rate Stabilization Reserve.



**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

March 11, 2024 to March 22, 2024

**Discussion:**

March 11	Senior Mgmt. Team Meeting
March 12	Council Committee and Council Meetings
March 13	Joint Health and Safety Meeting
March 14	AES Seasonal Interview (x2)
March 15	Low Level Intakes, Weekly Water Planning Meeting with MPE
March 18	AES Seasonal Interview (x3)
March 19	Introductory Meeting, Northback Community Relations Advisor
March 21	Low Level Intake – Quotation Review

**Upcoming**

March 25	Senior Mgmt. Team Meeting
March 26	Council Committee and Council Meetings
March 28	PCREAC Meeting

**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period March 11, 2024 to March 22, 2024.

Prepared by: CAO, Roland Milligan

Date: March 21, 2024

Respectfully presented to: Council

Date: March 26, 2024

## **ADMINISTRATIVE SUPPORT ACTIVITY**

March 8, 2023 to March 21, 2024

### **Correspondence from last Council:**

Pincher Creek Community Hall

### **Advertising/Social:**

- Southfork Road Closure Announcement
- Volunteer Appreciation Event
- Reminder for Nomination for Division 4
- Strategic Plan
- Reminder of Eco Centre Hours
- For Livingstone Landowners Group – “Dried Up, What Now?”
- For Community Foundation – Community Priorities Grant Program

### **Other Activities:**

- Newsletter
- Organizing for By-Election
- Council Package/Meeting
- Assisted HR with Postings for Open Positions
- Meeting with IT and Website Provider

### **Invites to Council:**

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

- Regular Committee, Council – April 9, 2024
- Special Council Meeting (Tax Rate Bylaw) – April 16, 2024
- Volunteer Appreciation Event – April 18, 2024
- Regular Committee, Council – April 23, 2024
- Trade Show – April 26 and 27, 2024

\*\*suggested changes are highlighted



## Municipal District of Pincher Creek #9 Agricultural Service Board (ASB) Terms of Reference

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### Introduction

Under the authority of the *Agricultural Service Board Act*, the Council of the Municipal District of Pincher Creek #9 (MD) has convened an Agricultural Service Board (ASB). The Board is responsible to Council. Its purpose is to advise Council and the Minister of Agriculture, Forestry and Rural Economic Development on agricultural issues, policy and programs within the municipal district.

The Act reads, in part:

#### **“Agricultural service board duties**

**2** The duties of an agricultural service board are

- (a) to act as an advisory body and to assist the council and the Minister, in matters of mutual concern,
- (b) to advise on and to help organize and direct weed and pest control and soil and water conservation programs,
- (c) to assist in the control of animal disease under the *Animal Health Act*,
- (d) to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
- (e) to promote and develop agricultural policies to meet the needs of the municipality.

RSA 2000 cA-10 s2;2007 cA-40.2 s74

#### **Boards established**

**3(1)** A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.

**(2)** The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

**(3)** The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.

- (4) A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.
- (5) A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent from 3 consecutive regular meetings of the board.
- (6) A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.
- (7) A board constituted under this section with respect to a special area is a corporation consisting of the persons who are members of the board.
- (8) A board that exists immediately before June 18, 1997 continues as a board under this Act.”

## **Functions of the ASB**

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

The Board has four primary roles:

- 1) Recommend to Council that it should adopt new policy or provide advice on changes to existing policy as it affects agriculture
- 2) Provide direction to projects and programs instituted by the MD’s Administration in response to agricultural policies adopted by Council;
- 3) Use its initiative in the promotion of viable and sustainable agriculture
- 4) Oversee performance with respect to memorandums of agreement that may exist between Council and other cooperating agencies or partnerships that deal with agricultural issues in the MD

## **Meetings**

Meetings will be held bimonthly or as determined by the Chair. An agenda will be circulated one week prior to the meeting, and draft minutes will be available to members and Council within two weeks of the meeting. A quorum of 3 voting members that includes the chair or acting chair of the Board, one councilor and one other member at large is necessary for the meeting to make decisions.

## Inspections

From time to time agricultural concerns and situations may be brought to the attention of the Agricultural Services Board. The Board has the necessary legislated authority to act on the information by making a recommendation to Council, or by issuing advice, a notification or a decision in accordance with its mandate. Additionally, an appeal Board has been constituted by Council to ensure due process for those that may be affected by any ASB action.

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

The Agricultural and Environmental Service Department shall be staffed with personnel trained and authorized by the MD to conduct agricultural inspections. Field inspections will be conducted by the Agricultural Fieldman or his/her designate and the CAO. Inspections may be initiated and scheduled in response to a registered complaint, or on direction of the Board, Council or the CAO. Based on the results of the inspection, the Agricultural Fieldman will report to the ASB on the inspection(s) and provide information on the legislation and an assessment on the need to issue a notice that meets the requirements of the *Weed Control Act*, *Agricultural Pest Act* and or *Soil Conservation Act*. A list of all notices issued since the last ASB meeting will be forwarded to the next ASB Meeting as an agenda item.

## Policy, Program Direction and Partnerships

The Agricultural Service Board will establish a set of strategic goals for a 5 year term, to be reviewed annually. The review will include a written assessment of progress, and an assessment of the program's strategic alignment with provincial agricultural policy. The Board will also review Agricultural Policies bi-annually with respect to their currency, relevance and alignment with goals of the MD's agricultural program.

The Board in association with MD Administration will prepare an operational and strategic plan prior to budget deliberations. An ASB recommendation to Council to approve the document will be forwarded to Council and once approved the document may be forwarded to the Minister of Agriculture and Rural Development by the Secretary as required.

Partnerships with non-government organizations will be considered and undertaken by the Board if the partnership advances program goals. A memorandum of understanding

or terms of reference will be developed for each partnership along with a briefing note to Council for approval.

Policy, program direction and partnerships, once approved by Council, that have implications to the Agricultural and Environmental Services program delivery will be attached to this Terms of Reference as Appendix A.

## **Appointment to the Board**

The Agricultural Service Board will consist of **up to** 6 members; comprised of 2 Council members and **up to** 4 producer members. Appointments will be for a 2 year term to a maximum of 6 years on the board. Member's terms will end on a rotational basis with a goal of no more than 3 members being scheduled to rotate off the Board in one year. Council will nominate producer members to the Board when vacancies occur. Voting members include Council and producer members only. Vacant Board appointments will be made on an annual basis.

An Alberta Agriculture, Forestry and Rural Economic Development, ASB Program, Liaison , the MD's CAO and the Agricultural Fieldman are resource persons to the Board.

## **Members' Responsibilities**

Each Board Member has a responsibility to ensure that the ASB meets its obligation to Council as outlined under Functions of the ASB. Members' responsibilities include:

- Attending and voting at meetings. If a member cannot attend a meeting it is his/her responsibility to inform the secretary prior to the meeting
- Contributing their experience and ideas to Board discussions
- Learning about Agricultural Service Boards
- Listening to producers' concerns or suggestions and bring them to the Board as appropriate
- Participating in program reviews as required
- Providing a briefing to the ASB on workshops, seminars and conventions etc that they have attended
- Participate in the annual review of Policies relevant to the Agricultural and Environmental Services Department of the MD.

## **Chairperson Responsibilities**

One member will be selected by the Board to act as chairperson; the CAO will forward the Board's recommendation to Council for approval. The chairperson position is for a one year term. Chairperson responsibilities include:

- Chair all meetings when present
- Prepare an agenda with the assistance of the Board's Secretary
- Ensuring that agenda items are discussed and conclusions are reached
- Ensuring that the meetings start on time, stay on track and that all members have an opportunity to contribute
- Liaising with the other members when planning meetings
- Reporting to Council as necessary
- Representing the Board at meetings, conferences and other functions

## **Vice-Chairperson Responsibilities**

One member will be nominated and elected to be Vice-Chairperson. The CAO will forward the Board's recommendation to Council for Approval. The Vice-Chairperson's responsibilities include:

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

## **Secretary Responsibilities**

The MD will provide staff to act as Secretary. Secretary responsibilities include:

- Taking minutes during the ASB, clarifying with members as necessary whatever decisions have been reached
- Preparing the meeting minutes and circulating draft minutes to members within two weeks of the meeting
- Distributing minutes to the CAO and Council
- Compiling an agenda as set by the chairperson, and circulating to members one week prior to the meeting
- Preparing follow-up reports, based on recommendations from the Board to be presented to Council

The Agricultural and Environmental Services Department maintains currency on a wide variety of topics in relation to the needs of agricultural producers and residents. It is the expectation of the Chief Administrative Officer that the ASB will receive the full support of all MD employees. Directors of each department shall ensure that representation is provided as required, and that members of the ASB are given adequate time to fulfill their Board obligations. This is in keeping with our municipality's commitment to provide quality agricultural and environmental services for all.

Approved by Council Resolution # 23/031

Date: January 24, 2023

**Amended by Council Resolution # 24/**

**Date:**

Policy:

- C-AES-001 License of Occupation, Revised by Council, Dated September 14 2021
- C-AES-002 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-ways Adjacent to Their Property, Revised by Council, Dated September 22, 2020
- C-AES-003 Weed Free Gravel/Aggregate Policy Dated: June 25, 2019
- C-AES-004 Weed Control Policy Dated June 25, 2019
- C-AES-004B Eradicable Weed Control Policy Date: June 25, 2019
- C-AES-005 ASB Appeal Committee Policy Dated October 27, 2020
- C-AES-006 Agricultural Pest Policy Dated January 12, 2021
- C-AES-605 Livestock Industry Policy Dated March 28, 2017

Program:

- ASB Strategic and Operational Plan Dated March, 2019 2020-2024

Partnerships:

- Alternative Land Use Systems (ALUS)
- Alberta Invasive Species Council (AISC)
- Beaver Creek Watershed Group
- Drywood Yarrow Conservation Partnership
- Foothills Forage and Grazing
- Pincher Creek Watershed Group
- SouthWest Invasive's Managers Partnership (SWIM)
- Waterton Biosphere





**Rosa Twyman, K.C.**  
Ph: 403.930.7991  
Rosa.Twyman@RLChambers.ca

March 12, 2024

**VIA EMAIL**

[admindevofr@mdpincercreek.ab.ca](mailto:admindevofr@mdpincercreek.ab.ca)

Attention: Ms. Laura McKinnon

Dear Ms. McKinnon,

**Re: Proposal for Comprehensive Energy Regulatory Legal Services**

We noticed that you participated in the Alberta Utilities Commission inquiry into the ongoing economic, orderly and efficient development of electricity generation in Alberta - Module A.

Considering the ever-evolving landscape of energy laws and regulations and how they may impact municipalities when the Alberta Utilities Commission (“**AUC**”) considers generation facilities applications, the AUC is now committed to automatically granting participation rights to municipalities during such proceedings.

We have extensive experience in electricity regulatory matters. We are confident in our ability to represent your interests in any proceeding before the AUC.

**What we do**

The Regulatory Law Chambers (“**RLC**”) was established in 2008 as an energy regulatory boutique law firm. Our team of legal advisors and legal support people leverages many years of legal, commercial, economics and industry knowledge and experience to protect and advance our clients’ interests. As an established regulatory law firm, we complete applicant and intervenor filings, including preparing and submitting facility, rate, market rule development, consultation submissions and compliance audits. We also appear in administrative law proceedings before the King’s Bench, Court of Appeal, and Supreme Court of Canada. We provide support on arbitration matters that relate to energy regulatory issues.

We represent clients on electricity, pipeline, energy, and water-regulated matters, appearing before regulators such as the Alberta Utilities Commission, the Canada Energy Regulator, and the Alberta Energy Regulator on facilities, tolls & tariff applications, electricity rate matters, and all other proceedings.

**Our team is comprised of the following members**

**Rosa Twyman, K.C.**, BComm, LL.B, EMBA, Founder & Managing Director, with over 25 years of experience in regulatory law and litigation. Rosa has deep legal and commercial knowledge of

solving regulatory matters. Rosa has represented her clients' interests in proceedings before the Alberta Utilities Commission, Alberta Energy Regulator, British Columbia Utilities Commission, Canada Energy Regulator, all levels of Court, and in arbitrations and mediations.

**Kiril Dumanovski**, LL.B, JD, Senior Associate Lawyer, with over 20 years of experience, including over 10 years of experience working as legal counsel for regulatory tribunals in Canada, including the Alberta Utilities Commission, the Alberta Energy Regulator, and the Canada Energy Regulator. He has significant experience in regulatory proceedings involving electricity tariffs and policy, pipeline tolls and tariffs, facility applications, and compliance-related matters.

**Oscar Saenz de Miera**, PhD, Energy Regulatory Specialist, an environmental economist with over 8 years of experience as a Regulatory Specialist in Alberta and other jurisdictions, including roles with the Alberta Utilities Commission, Toronto Hydro, and the Mexican Telecommunications Regulator.

**Eugenia Myskina**, Senior Paralegal, with over 13 years of experience in the legal field. She provides paralegal support services at RLC, assisting with research and preparing and filing regulatory submissions. Eugenia is an internationally trained lawyer with expertise in contract management, data privacy, intellectual property, and financial technology.

**Jennifer Wigg**, Paralegal, with over 20 years of experience. She provides paralegal and office administrative support services at RLC, assisting with research and preparing and filing regulatory submissions.

### **Next steps**

We welcome the opportunity to represent you before the energy regulator, such as the AUC. Please let us know if it would be acceptable to schedule a teams or in-person meeting to explore our proposal further and to give us an opportunity to explain how we can support your interests and address any questions you may have.

We look forward to the prospect of working together and connecting with you soon.

Yours truly,

Rosa Twyman, K.C.  
**Regulatory Law Chambers**

cc:

**Re: Raffle Request**

Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Mon 2024-03-11 9:28 AM

To:Sara-Lynn McKenzie <AdminReception@mdpinchercreek.ab.ca>

will take to Council March 26

**Jessica McClelland**

Executive Assistant

Municipal District of Pincher Creek No. 9

1037 Herron Drive, PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

[Communications@mdpinchercreek.ab.ca](mailto:Communications@mdpinchercreek.ab.ca)

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**From:** Sara-Lynn McKenzie <AdminReception@mdpinchercreek.ab.ca>

**Sent:** Monday, March 11, 2024 9:19 AM

**To:** Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

**Subject:** Raffle Request

Dear Council,

I Sara-Lynn McKenzie am the Special Events Coordinator for Pincher Creek Minor Hockey; We have our year end hockey banquet and awards ceremony coming up on April 20<sup>th</sup> and we were hoping to get a donation, raffle basket or item from the MD. We are aiming for \$100-\$200 Items as we would like raffle items somewhat close in price. This event will be for the whole association including their families. approx. 150 players, and last year we had a total of 450 people attend. We will make a sign saying who donated the item, (unless you prefer not). Thank you for your time and considering our request.

**Sara-Lynn McKenzie**

MD Of Pincher Creek

Box 279

1037 Herron Avenue

Pincher Creek, AB

Phone: 403-627-3130

Fax: 403-627-5070

Email: [slmckenzie@mdpinchercreek.ab.ca](mailto:slmckenzie@mdpinchercreek.ab.ca)

\*\*\*\*\*

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*Highway 3 Twinning Development Association*

# **NOTICE OF ANNUAL GENERAL MEETING**

*April 25, 2024*

*10:00am to 12:00pm*

*IN-PERSON: Heritage Inn, Salon C*

*4830 46<sup>th</sup> Ave., Taber*

*\*\*Lunch will be served at 11:30am*

We encourage ALL members to attend. [Please RSVP](#) via the Calendar Invite

## **CALL FOR NOMINATIONS:**

**Board of Directors**

**Executive Committee**

An important part of each Annual Meeting of the Highway 3 Twinning Development Association is election of the **Board of Directors**, and subsequently, the **Executive Committee (Board Officers)**.

In accordance with the bylaws; Each year at the annual general meeting of the Association membership shall elect a Board of Directors. Any individual who is appointed as a representative of a member pursuant to Article III is eligible to be a member of the Board of Directors of the Association. Each Officer or Director, whenever elected, shall hold office for a term of two years. **The Board of Directors shall be comprised of a minimum of eight (8) and maximum of (15) members and represent:**

*Municipal Government (minimum of 4 and maximum of 8)*

*Business/Industry Stakeholder (minimum of 1)*

*Directors-at-large (up to 6, with up to 3 of these non-voting advisory reciprocal members)*

**6 Municipal Director positions are open for election/re-election for a two-year term.**

**1 Business Stakeholder Director position is open for election for a two-year term.**

**4 Directors-at-large positions are open for election/re-election for a two-year term.**

Subsequently from those members elected to the Board of Directors, an election of the Executive Committee (Officers) shall be comprised of five (5) voting members (advisory reciprocal members are not eligible to stand as an Officer):

President

Vice-President

Treasurer

Secretary

Director-at-large

Please complete the Nomination Form included. To ensure adequate time to prepare for the AGM, Nominations must be emailed to the Highway 3 Twinning Development Association at [admin@twin3.ca](mailto:admin@twin3.ca) **on or before Monday, April 15, 2024**. Nominations may also be made from the floor during the Annual General Meeting.

**\*\*MUNICIPAL MEMBER REPRESENTATIVES please be advised if, as a Director Representative if you are not Municipally re-appointed to the H3TDA in Fall 2024, the Municipal person reappointed will replace the Director position on the Board.**

## **Commitment of Directors and Executive Committee (Officers):**

The **Board of Directors** meet approximately 5 times per year, 3 held virtually and 2 in-person. Directors are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities, or presentations within your region.

Meeting dates for the remainder of 2024 are:

June 14 – Friday (Virtual)
September 12 – Thursday (In-person – Lethbridge)
November 6 – Wednesday (Virtual)

Meeting preparation requires 30-60 minutes of pre-reading, depending on the agenda. A meeting package is provided prior to the meeting.

The **Executive Committee (Officers)** meet approximately 9 times per year in addition to approximately 5 Board meetings, held Virtually (or in-person as requested by the Officers) from Noon to 1pm. Officers are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities, or presentations. Officers are responsible to represent the membership in the operational oversight of the Association, and report to the Board and general membership.

Meeting dates proposed for the remainder of 2024 are:

May 16 – Thursday
August 29 – Thursday
October 3 – Thursday (**moved due to ABmunis)
October 30 – Wednesday
November 27 - Wednesday

Meeting preparation requires 30-60 minutes of pre-reading, depending on the agenda. A meeting package is provided prior to the meeting.

Directors and Executive Committee members provide support to and advocate on behalf of H3TDA membership, as well as educate others about the current activities of the Highway 3 Twinning Development Association and importance of twinning Highway 3.



## *Highway 3 Trinning Development Association*

# **BOARD NOMINATION FORM**

Highway 3 Trinning Development Association Board will consist of no more than 15 members comprised of representatives from municipalities (8), businesses/industry (1 to 6), economic development groups (1-3) and reciprocal stakeholders (1 to 3).

Members interested in one of the vacant positions on the Board of Directors are encouraged to complete this short Nomination form and submit to [Admin@twin3.ca](mailto:Admin@twin3.ca) by *no later than April 15th, 2024*.

Name: \_\_\_\_\_

Municipality, Group, or Business the Nominee will represent:

\_\_\_\_\_

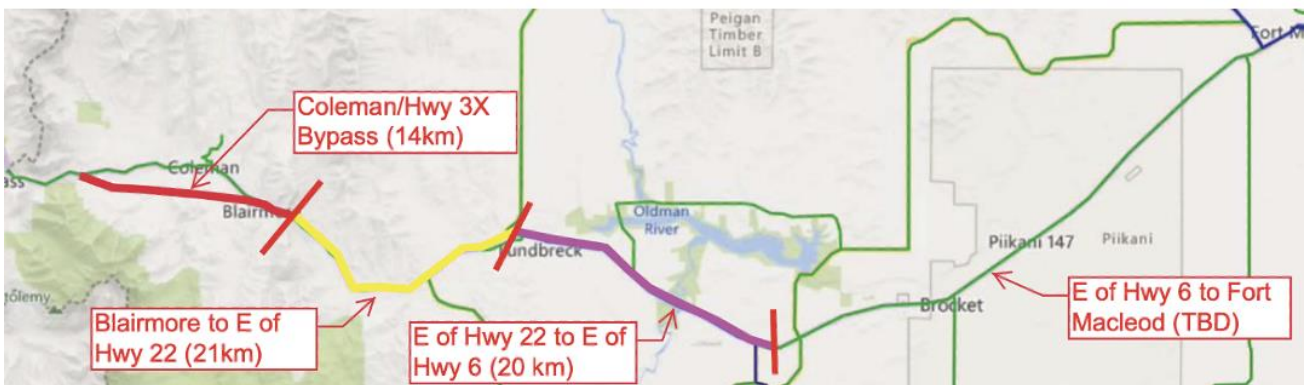
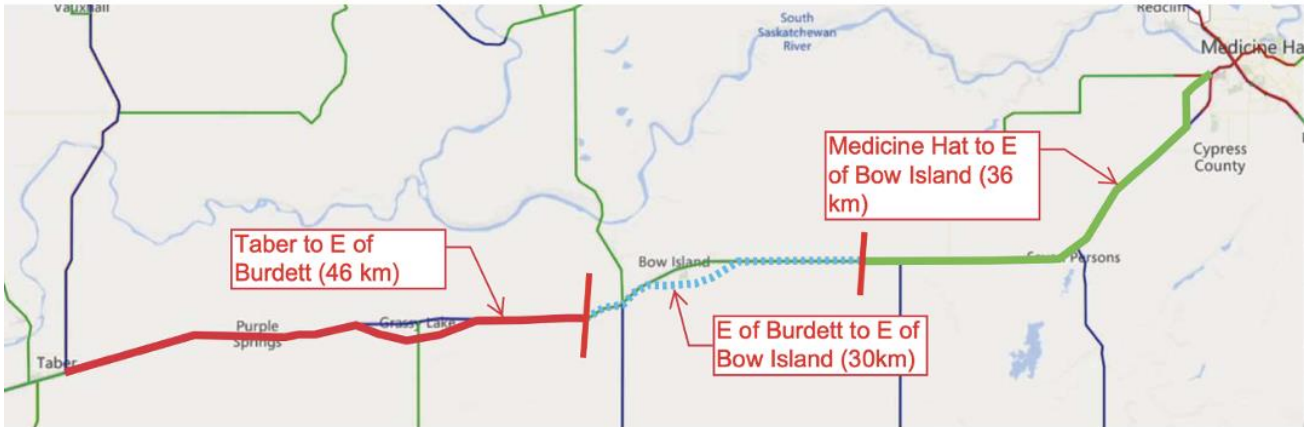
Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*current Board members standing for re-election are asked to complete and submit this form.

## Segments (phase sections) of Hwy 3 Twinning



### STATUS:

**Medicine Hat to E. of Bow Island** the Design Engineer has been selected as AECOM with ISL as a sub-consultant. Airport runway bypass (ALT 3) has been requested to the Alberta Dept of Transportation by the City of Medicine Hat and Cypress County. Design is likely to take a year or more. Location of roadway at Seven Persons will be reviewed to evaluate the impacts to land, however, the roadway alignment as it relates to the future interchange plan location will be accommodated now.

**E. of Burdett to E. of Bow Island** the Alberta Dept of Transportation has committed to revisiting the proposed bypass alignment, with input from the major stakeholders (Town of Bow Island and County of Forty Mile), which will include a review of an option for downtown and an alignment closer to town. There are cost and farmland savings to bring the twinning closer (or in the current) location.

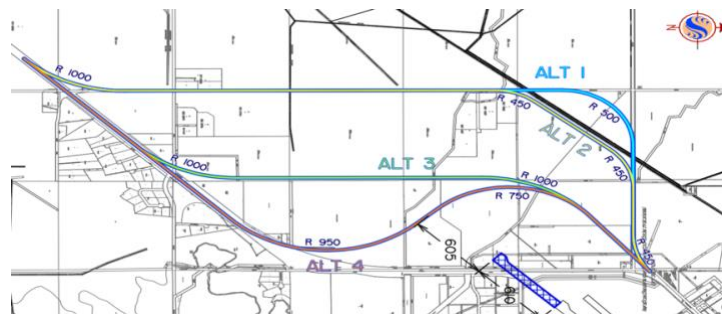
**Taber to E. Burdett** contractor is Ledor and mitigation (removal of basements, relocation of utilities, some bridge culvert work, etc) is under way. Larger construction activities are expected in the coming months.

**Fort Macleod to E. of Hwy 6** majority is Piikani Nation land with the Functional Planning Study funded by the GOA. Start date of the Functional Planning Study cannot be projected at this time.

**E. of Hwy 6 to E. of Hwy 22 (Pincher Station)** the Request for Proposal for Design Engineer is anticipated to go out this Summer, with Engineering expected Winter of 2024.

**E. of Hwy 22 to Blairmore** the Request for Proposal for Design Engineer is anticipated to go out this Spring, with Engineering expected Fall of 2024.

**Coleman to Sentinel/Hwy 3X Bypass** the Request for Proposal for Design Engineer closed February 29<sup>th</sup> with Engineering expected Spring 2024.



Medicine Hat Airport Runway Bypass (ALT 3 is requested by City of Medicine Hat & Cypress County)

## Pincher Creek Ag Society

grants@pccdi.ca <grants@pccdi.ca>

Thu 2024-03-21 11:25 AM

To: Jessica McClelland <AdminExecAsst@mdpincercreek.ab.ca>; recmanager@pinchercreek.ca <recmanager@pinchercreek.ca>

Cc: 'Shelley Stokke' <Shelley.Stokke@ahs.ca>

Hi Folks

The Pincher Creek Ag Society are in fairly desperate need of replacing their tractor.

We are looking at multiple funding sources and a letter of support from the Town and the MD would be very helpful.

Just to give you some ideas of the kind of letter we are looking for –

***The Pincher Creek Ag Society draws thousands of people to the community every year supporting the economic viability of the region as a whole, their events draw people from all over Southern Alberta, these people stay in hotels, use the campgrounds, eat in local restaurants and patronize the stores.***

***The tractor is used year-round for a variety of purposes some of these being: working the ground, moving panels and pieces of equipment, snow clearance, and packing and softening the ground as necessary for animal safety.***

Your support of these applications could prove invaluable to their success.

Please reach out either to me or Shelley who is copied on this email for clarification or further information.

Best regards.

Liza Dawber  
Grant Specialist Pincher Creek  
403 682 7421  
[grants@pccdi.ca](mailto:grants@pccdi.ca)





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver  
Minister



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

A handwritten signature in blue ink that reads 'Ric McIver'.

Ric McIver  
Minister

.../2

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

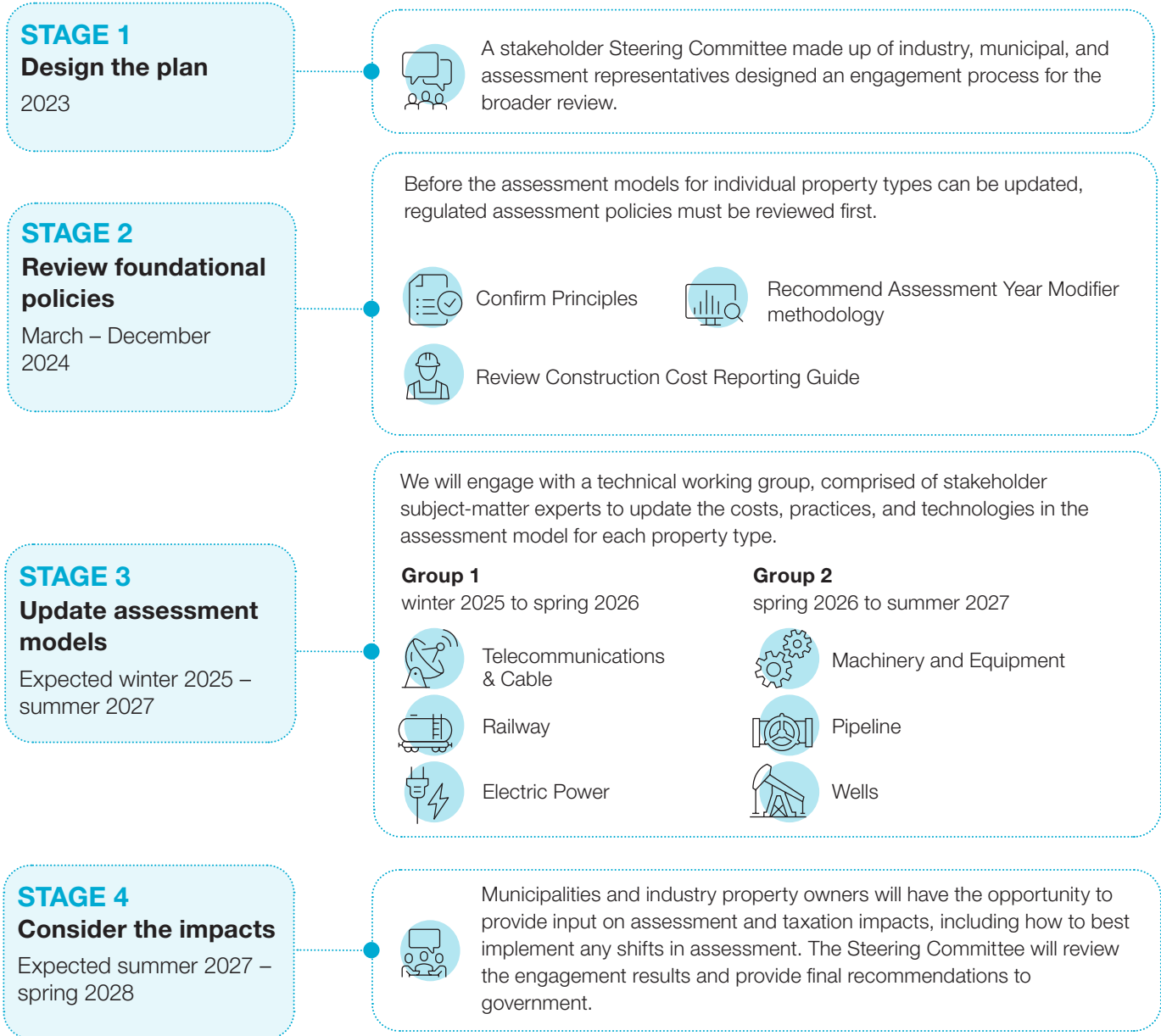
**Attachments**

- Infographic
- Assessment Model Review: Frequently Asked Questions

# Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

## Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).



# Frequently Asked Questions

## Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS