

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
March 22, 2016  
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES

(1) Council Meeting Minutes

- Minutes of March 8, 2016

D. UNFINISHED BUSINESS

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) **Operations**

- a) Corporate Health and Safety Policy – Annual Review
  - Report from Director of Operations, dated March 14, 2016
- b) Waste Removal Services – Review
  - Report from Director of Operations, dated March 14, 2016
- c) Policy 312 License of Occupation
  - Report from Director of Operations, dated March 15, 2016
- d) Policy 300 Road Maintenance Policy
  - Report from Director of Operations, dated March 16, 2016
- e) Operations Report
  - Report from Director of Operations, dated March 16, 2016

(2) **Planning and Development**

- a) Proposed Amendment to Land Use Bylaw 1140-08
  - Report from Director of Development and Community Services, dated March 16, 2016

(3) **Finance and Administration**

- a) Financial Policy 5.3.2.3 - Fees and Charges – Tax Arrears
  - Report from Director of Finance and Administration, dated March 16, 2016
- b) Statement of Cash Position
  - Month Ending February 2016

(4) **Municipal**

- a) Chief Administrative Officer's Report
  - Report from CAO, dated March 17, 2016

F. CORRESPONDENCE

(1) **Action Required**

- a) Rural Safety – Smart Choices for Life
  - Letter from Group Group Youth, dated February 1, 2016
- b) Denim, Dinner and Dance
  - Letter from Livingstone Parents Association, dated March 3, 2016
- c) The Junction Update
  - Email from McMan Youth, Family and Community Services Association, dated March 10, 2016
- d) Volunteer Week
  - Letter from Parks and Community Services, dated March 14, 2016
- e) Request for Support for Funding Application
  - Email from Town of Taber, dated March 16, 2016

(2) **For Information**

- a) 2016 Ministers Seniors Service Awards
  - Brochure from Alberta Seniors and Housing
- b) Note of Thanks
  - Card from Citizens on Patrol, received March 8, 2016
- c) Annual Show – Farm Museum
  - Letter from Heritage Acres Farm Museum, dated March 11, 2016

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

Councillor Fred Schoening – Division 2

- Recycling Committee
- Minutes of March 14, 2016
- Oldman River Regional Services Commission
- Minutes of December 3, 2015

Councillor Garry Marchuk – Division 3

- Alberta SouthWest Bulletin March 2016

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Land
- (2) Legal

I. NEW BUSINESS

J. ADJOURNMENT

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**MARCH 8, 2016**

The Regular Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 8, 2016, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Terry Yagos, Quentin Stevick, Fred Schoening and Garry Marchuk

STAFF Director of Finance and Administration Mat Bonertz, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Finance Manager Janene Felker and Executive Assistant Tara Cryderman

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

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 16/107

Moved that the Council Agenda for March 8, 2016, be approved as presented.

Carried

B. DELEGATIONS

(1) Livingstone Ski Academy 2016

Chad Jensen, Principal for Livingstone School, attended as a Delegation to introduce the Livingstone Ski Academy Program proposed for September 2016 at the school.

The powerpoint presentation was shown, with an explanation provided.

Currently, there is a 25 registrant limit; there are 10 registrations already. Out of the 10 current registrations, 4 are from Livingstone School and 6 are from other schools.

This is a viable solution for Livingstone School. This is another option for their students.

Bussing was discussed.

The economic benefit of this program to the surrounding area was discussed.

Should numbers exceed beyond 25, this program could be expanded.

The age of interest was discussed.

C. MINUTES

(1) Council Meeting Minutes

Councillor Fred Schoening 16/108

Moved that the Council Meeting Minutes of February 23, 2016, be approved as presented.

Carried

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D. UNFINISHED BUSINESS

(1) Bylaw 1265-15 – Land Use Bylaw Amendment – Ptn. NE 15-5-1 W5M

Councillor Terry Yagos

16/109

Moved that Bylaw 1265-15, being a bylaw to amend the Land Use Bylaw by redesignating a portion of NE 15-5-1 W5M, from Agriculture – A to Rural Recreation 1 – RR1, be given second reading.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – Opposed  
 Councillor Garry Marchuk – Opposed  
 Reeve Brian Hammond – In Favour  
 Councillor Fred Schoening – Opposed  
 Councillor Terry Yagos – Opposed  
 Motion Defeated

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) Operations

a) Technical Large Animal Emergency Rescue Training

Councillor Terry Yagos

16/110

Moved that the report from the Director of Operations, dated January 19, 2016, regarding the Technical Large Animal Emergency Rescue Training, be received;

And that Council approve Administration to send a letter to adjacent rural municipalities with the intent of garnering support for the training event to be held in Southern Alberta, in the spring/summer of 2016;

And further that once municipality's individual responses to the event are returned, Council be briefed on the outcome.

Carried

b) Operations Report

Councillor Fred Schoening

16/111

Moved that the Operations Report for the period of February 12, 2016 to March 3, 2016, be received as information.

Carried

(2) Planning and Development

Nil

(3) Finance

Nil

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(4) Municipal

a) Annual General Meetings – Jubilee Reciprocal Insurance Exchange Proxy and Genesis Reciprocal Insurance Exchange Proxy

Councillor Fred Schoening 16/112

Moved that the proxy documentation, regarding the Annual General Meeting of the Jubilee Reciprocal Insurance Exchange and the Genesis Insurance Exchange, be received;

And that Deputy Reeve Terry Yagos attend the Annual General Meeting to be held on March 14, 2016, for Jubilee Reciprocal Insurance Exchange (JRIE) and Genesis Reciprocal Insurance Exchange (GRIE), and vote as a member for the MD of Pincher Creek.

Carried

b) Alberta Association of MDs and Counties (AAMDC) Spring 2016 Resolutions

Councillor Quentin Stevick 16/113

Moved that the AAMDC Spring 2016 Resolutions be received as information.

Carried

c) Pincher Creek Regional Emergency Management Organization Partnership Agreement

Councillor Fred Schoening 16/114

Moved that the report from Chief Administrative Officer, dated March 3, 2016, regarding Pincher Creek Regional Emergency Management Organization Partnership Agreement, be received;

And that Council approve the Partnership Agreement for the Pincher Creek Regional Emergency Management Organization, and authorize the Reeve and CAO to sign the Agreement, on behalf of the Municipal District of Pincher Creek.

Carried

d) CAO Report

Councillor Fred Schoening 16/115

Moved that Council receive for information, the Chief Administrative Officer's report for the period of February 19, 2016 to March 3, 2016, as well as the Enhanced Policing Monthly Reports for the months of December 2015 to February 2016.

Carried

F. CORRESPONDENCE

1. For Action

a) Benga Mining Ltd (Riverside Resources) and Lands in the Castle

Councillor Fred Schoening 16/116

Moved that the email from David McIntyre, dated February 19, 2016, regarding Benga Mining Ltd (Riverside Resources) and Lands in the Castle, be received as information;

And that a letter be forwarded to Mr. McIntyre, thanking him for his concern.

Carried

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b) Alberta Health Review of Alberta Rural Physician Action Plan (RPAP): Possible Closure or Reduction

Councillor Terry Yagos 16/117

Moved that the letter from Health Workforce for Alberta, dated February 16, 2016, regarding Alberta Health Review of Alberta Rural Physician Action Plan (RPAP): Possible Closure or Reduction, be received;

And that a letter supporting the Alberta Rural Physician Action Plan, be forwarded to Alberta Health.

Carried

c) Crowsnest Pass BearSmart Association Silent Auction Donation Request

Councillor Terry Yagos 16/118

Moved that the email from Crowsnest Pass BearSmart Association, dated February 19, 2016, regarding the Crowsnest Pass BearSmart Association Silent Auction Donation Request, be received as information.

Carried

d) Donation to Relay for Life 2016

Councillor Terry Yagos 16/119

Moved that the letter from Relay for Life, dated March 1, 2016, regarding a donation to the Relay for Life 2016, be received as information;

And that a Joint Council Funding application be forwarded to the Relay for Life Committee, for future requests.

Carried

2. For Information Only

a) Bobby Burns Fish Pond Funding

Councillor Garry Marchuk 16/120

Moved that the letter from Town of Pincher Creek, dated February 1, 2016, regarding Bobby Burns Fish Pond Funding, be received;

And that a letter be sent to the Town of Pincher Creek, expressing the MD's appreciation for the funding support.

Carried

b) 2016 Pincher Creek Emergency Services Levy

Councillor Terry Yagos 16/121

Moved that the letter from Pincher Creek Emergency Services, dated February 23, 2016, regarding the 2016 Pincher Creek Emergency Services Levy, be received as information.

Carried

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Councillor Fred Schoening 16/122

Moved that the following be received as information:

- c) Thank You Letter
  - Letter from Oldman River Gun Club, dated February 11, 2016
- d) Note of Appreciation – Use of MD Facility
  - Note of Appreciation, dated February 18, 2016
- e) Thank You Card
  - Thank You card from Windy Hollow Players, received February 16, 2016

Carried

G. COMMITTEE REPORTS

Councillor Quentin Stevick – Division 1
 

- Brushing along Range Road 29-3
- Texas Gate – SE 17-5-1 W5M

Councillor Terry Yagos 16/123

Moved that a letter of response be forwarded to the concerned ratepayer, regarding the Texas Gate installed within SE 17-5-1 W5M, advising the ratepayer of our current practice, and reinforcing the Texas Gate Policy.

Carried

Councillor Fred Schoening – Division 2
 

- Oldman River Regional Services Commission
- Questionnaire
- Agriculture Service Board Meeting

Councillor Garry Marchuk – Division 3
 

- Beaver Mines Pathway
- Alberta SouthWest Regional Alliance
- Minutes of January 6, 2016
- Bulletin February 2016

Reeve Brian Hammond - Division 4
 

- Mayors and Reeves

Councillor Terry Yagos – Division 5
 

- Lundbreck Citizens Council
- Crowsnest / Pincher Creek Landfill
- Large Carnivore Meeting

Councillor Fred Schoening 16/124

Moved that the committee reports be received as information.

Carried

H. IN-CAMERA

Councillor Terry Yagos 16/125

Moved that Council and Staff move In-Camera, the time being 2:38 pm.

Carried

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Councillor Fred Schoening 16/126

Moved that Council and Staff move out of In-Camera, the time being 2:48 pm.

Carried

I. CONTRACT FOR SNOWMOBILE PARKING AREA

Councillor Garry Marchuk 16/127

Moved that the email from Castle Mountain Resort, dated February 13, 2016, regarding the contract for snowmobile parking area, be received as information;

And that a letter be forwarded to Castle Mountain Resort advising of same.

Carried

J. ADJOURNMENT

Councillor Garry Marchuk 16/128

Moved that Council adjourn the meeting, the time being 2:49 pm.

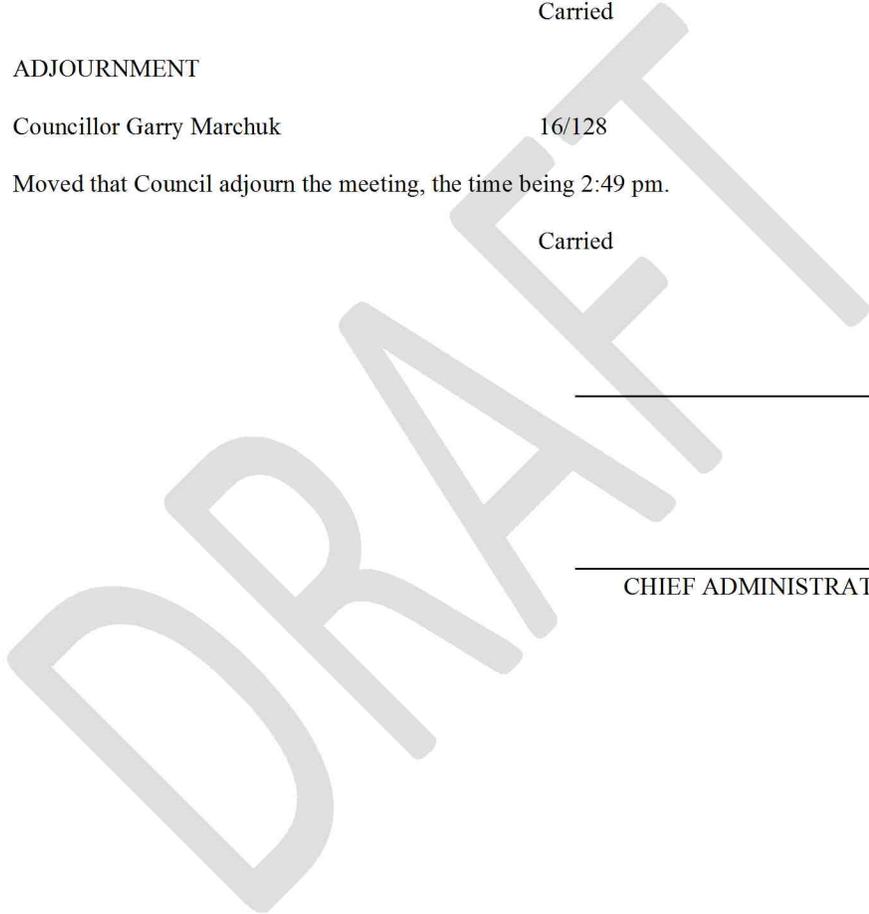
Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



## MD OF PINCHER CREEK

MARCH 14, 2016

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: Corporate Health and Safety Policy – Annual Review

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**1. Origin**

The Municipal District of Pincher Creek No. 9 has a proactive Occupational Health and Safety Program and is committed to the safety of employees, residents and the public.

**2. Background:**

Within the Municipal District's Occupational Health and Safety program, the guiding policy is the Municipality's Corporate Health and Safety Policy (attached). The Joint Worksite Health and Safety Committee discussed the annual review of the Policy at their March 9, 2016 meeting. No changes were recommended for Council.

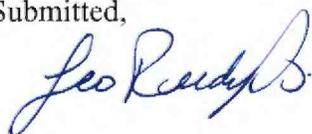
Council also reviews the policy on an annual basis to confirm it continues to meet the needs of the community.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 14, 2016 regarding the Corporate Health and Safety Policy – Annual Review be received;

AND THAT Council adopt the Corporate Health and Safety Policy as presented for the upcoming year.

Respectfully Submitted,



Leo Reedyk

Attachment: Corporate Health and Safety Policy

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 17, 2016*



# CORPORATE HEALTH AND SAFETY POLICY

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## **Introduction**

This Policy explains the Municipal District of Pincher Creek No. 9 (MD) commitment to health and safety and outlines roles and responsibilities of MD staff.

## **Scope**

This Policy applies to all MD staff.

The MD is committed to establish, maintain and annually review an active Corporate Health and Safety Policy comprised of programs, policies, procedures, standards, performance measurements and initiatives to ensure compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code*; and intended to protect MD staff, volunteers, contractors, tenants, stakeholders, visitors and other users of MD facilities. The MD recognizes that health and safety is one of its core values and will continuously examine its operations to eliminate or minimize hazards to persons and property. Related processes will include incident reporting, safety-related training and the keeping of appropriate records.

It is the responsibility of all MD staff to invest in their health and safety and the health and safety of others through training, understanding, vigilance and compliance with health and safety related programs, policies and standards applicable to their workplace. This responsibility extends to the prompt reporting of workplace hazards to their immediate supervisor. The MD confirms its commitment that no negative consequences will arise for any staff member or other individual making such a report.

Everyone who undertakes, or has the authority to direct how another person does work or performs a task, is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

It is the responsibility of those in leadership roles to take all reasonable steps to prevent incidents and accidents; and to provide resources, guidance and visible support for the MD's Corporate Health and Safety Policy through active participation in its initiatives, monitoring compliance with regulatory requirements and regularly reviewing related programs, policies, procedures, performance measurements and initiatives.

The MD will partner with others in developing initiatives and enhancements to its Health and Safety Policy with a goal of continuous improvement to meet or exceed recognized industry standards and peer performance in all aspects of health and safety. The MD requires its agents, contractors, service providers and consultants to perform their services at a level and in a manner that meets or exceeds the requirements of this Policy and encourages its tenants and other stakeholders to do the same.

In addition to health and safety in the workplace, the MD recognizes the importance of and encourages safe practices in areas not directly related to the workplace. An all-encompassing health and safety culture is the foundation of responsible management and safe operations.

## **Inquiries**

Please contact the Director of Operations for further clarification of this policy.

## MD OF PINCHER CREEK

MARCH 14, 2016

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TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: Waste Removal Services - Review

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**1. Origin**

Effective January 1, 2016 the Crowsnest Pincher Creek Landfill Association has been the Municipal District's service provider. During the first two months of operation there have been a couple of different issues brought forward to administration that were not previously considered.

**2. Background:**

At their February 23, 2016 meeting, Council heard of a resident who had mobility issues and was having difficulty in getting their waste into the bins with the new stairway/closed bin system put in place. Council requested that Administration bring forward options for Council Consideration.

A discussion on these issues with Emile Saindon of the Landfill Association came up with a number of options for persons with mobility issues, they are:

- Install a ramp on the North end of the platform to allow residents access to the bins without requiring the use of stairs;
- Open the lid on the west bin to allow residents the option of throwing their refuse from the ground as was previously available;
- Install a six yard bin adjacent to the existing bins and sign the bin for persons with mobility issues to allow ground level access to a bin; or
- Install a ramp to the elevation of the bin to allow people to back up to the bins so their material can be thrown directly into the bin from their vehicle.

The option of installing bins in Twin Butte and Country Residential Subdivisions with common roads has also been brought up as a level of service that the Municipality may want to run a trial on.

They are:

- Twin Butte Area – 30 + subdivided parcels plus rural agricultural residents;
- Burmis Mountain Estates/Hidden Valley – 31 Lots
- Burmis Lake/ Rainbow Acres – 22 Lots;
- Burmis Town Site/Talon Peak Estates Area – 28 Lots;

- South Lundbreck Falls – 22 Lots;
- North Lundbreck Falls – 22 Lots;
- Highway 22/3 Intersection – 32 Lots;
- Villa Vega Acres - 32 Lots;
- Walking Plow Acres – 15 Lots;
- Castle Ridge Ranch – 6 Lots.

Options for Country Residential Subdivisions;

- Install a three or six yard bin within the subdivisions, depending on the number of occupied parcels and anticipated frequency of pickup to determine if the service is viable.

Pricing for additional three or six yard bins is included in the Waste Removal Services Contract at \$20.00 per month rental and depending on the location upwards of \$50.00 per pickup.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 14, 2016 regarding the Waste Removal Services - Review be received;

AND THAT Council advise administration of any preferred improvements to the Waste Removal Services Contract, level of service.

Respectfully Submitted,

  
Leo Reedyk

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 17, 2016*

## MD OF PINCHER CREEK

MARCH 15, 2016

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: Policy 312 License of Occupation

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**1. Origin**

At their March 8, 2016 Policy and Plans Meeting, Council requested Administration to bring back Policy 312, License of Occupation to Council for further discussion.

**2. Background:**

When the revised Policy 312 was sent to residents for reapplication there was some concern raised on a number of issues. Most notably the requirement to provide annual proof of \$2,000,000.00 liability insurance.

During the Policy and Plans Meeting, it was brought up that the insurance agent could forward a letter indicating that the required insurance was in effect on behalf of the resident. Although not specifically mentioned in the policy, this approach would meet the requirement of the policy.

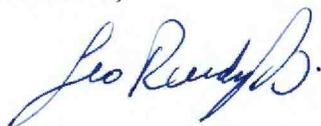
**3. Recommendation:**

THAT the report from the Director of Operations, dated March 15, 2016, regarding Policy 312 – License of Occupation be received;

AND THAT Council provide direction to Administration on any further edits to the policy.

Respectfully Submitted,

Leo Reedyk



Attachments: Draft Policy 312 License of Occupation Documents

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 17, 2016*

**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**POLICY**

312

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**TITLE:        LICENSE OF OCCUPATION**

**Approved by Council:**

**Date:** April 28, 2009

**Revised by Council:**

**Date:** October 13, 2015

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Municipal road allowances, not presently required for road construction, may be leased under a “license of occupation” by the landowner or interested party for agricultural use, provided that where the road allowance borders two or more landowners, the applicant has approval of bordering landowner(s) prior to application.

Fees are established per half mile or portion thereof, as per Policy 5.3.2.1 - Schedule of Fees and Charges – Schedule 1.

Appendix A

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
APPLICATION FOR LICENCE OF OCCUPATION

Date: \_\_\_\_\_

I/We \_\_\_\_\_ of \_\_\_\_\_  
Print Address

Hereby apply for a permit to occupy:

a) The following described road allowance

\_\_\_\_\_ or

b) The property described as follows:

\_\_\_\_\_

for \_\_\_\_\_ purposes.

I control the following lands:

*Portion Section Township Range Meridian*

\_\_\_\_\_  
\_\_\_\_\_

I/WE have reached an agreement with the occupants of lands adjoining said road allowance/property as to the erection and maintenance of line fences adjoining said road allowance. I/WE agree to be bound by the terms and conditions to the attached Licence of Occupation form.

SIGNATURE OF APPLICANT: \_\_\_\_\_

CONSENT OF ADJOINING OWNER OR OCCUPANT

I/We \_\_\_\_\_ hereby consent to the granting of a

permit to \_\_\_\_\_ to occupy the above described

road allowance/property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

This information is being collected under the authority of the Municipal Government Act, Part 3; Division 2; and the Freedom of Information and Protection of Privacy Act and will be used to issue a License of Occupation. If you have any questions about the collection of this information contact Wendy Kay at 403-627-3130.

Appendix B

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

LICENSE OF OCCUPATION

Date: \_\_\_\_\_

Between the Municipal District of Pincher Creek No. 9 (the Lessor) and

\_\_\_\_\_ (the Lessee).

In consideration of the receipt of a license fee as prescribed by the Schedule of Fees and Charges and subject to the terms and conditions stated below, the Lessor hereby grants a license of occupation to the Lessee on the following described road allowance(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for agricultural purposes (e.g. livestock grazing or crop production).

Terms and Conditions:

1. The Lessee hereby indemnifies and holds harmless the Lessor from any and all claims or causes of action, including personal injury, death, or property damage brought by the Lessee or his/her agent that may arise or result from or in connection with the Lessee's use of the leased land under this license. Without restricting the generality of the foregoing, the Lessee indemnifies and holds harmless the Lessor from any and all claims that may arise as a result of use of the leased land by the Lessee for grazing of livestock.
2. The Lessee shall obtain general public liability insurance of not less than two million (\$2,000,000) dollars for claims brought as a result of personal injury, death, or property damage, occasioned as a result of the use of the road allowance by third parties, provided that such use was authorized by the Lessee and occasioned by or in connection with actions or responsibilities, including the grazing of livestock, of the Lessee.
3. The Lessee shall be responsible for managing and control of noxious and other weeds on the leased lands caused by or in connection with the Lessee's use of the leased lands.

4. The Lessee shall be responsible for prevention and repair of any erosion to soil or waterways caused by or in connection with the Lessee's use of the leased lands.

5. The Lessee may erect and maintain fences or other structures reasonably required in connection with their use of the leased lands under this license, provided that such fences or structures shall not unreasonably impede or prevent legal access by the public and are approved in advance.

6. The Lessee shall not prohibit or unreasonably restrict public access and passage over the road allowance, but may from time to time impose conditions or restrictions on access and use where such conditions are temporary in nature and reasonably necessary or appropriate to the Lessee's operations and responsibilities under this agreement. The Lessee may install a sign to indicate to the public conditions of access.

7. This license shall continue in effect for a period of five years, provided that applicable fees are paid and the Lessee shall provide evidence of continuity of insurance each year by January 30th. Notwithstanding the above, either party may terminate the license upon six months' notice and provided that reasonable opportunity has first been afforded to the other party to discuss any issues or problems leading to the proposed termination.

8. This license may be revoked or terminated for cause by the Lessor upon three day's written notice to the Lessee, and the Lessee shall immediately cease using and remove any livestock from the road allowance, and this agreement shall be terminated. The Lessee shall have no claim in connection with rightful termination by the Lessor under this section.

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Lessee

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Lessee

Municipal District of Pincher Creek No. 9

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Shane Poulsen, Agricultural Services Manager

## MD OF PINCHER CREEK

MARCH 16, 2016

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: Policy 300 Road Maintenance Policy

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**1. Origin**

At their March 8, 2016 Policy and Plans meeting, Council reviewed a rough draft of the new Policy 300 – Road Maintenance Policy and requested that it be brought forward to Council for further discussion.

**2. Background:**

The Municipal District has no existing policy on road maintenance. The new draft Policy 300 includes direction to Public Works on the type of maintenance and the desired levels of service for the municipality's road system.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 16, 2016, regarding Policy 300 – Road Maintenance Policy be received;

AND THAT Council adopt Policy 300 – Road Maintenance Policy as presented.

Respectfully Submitted,



Leo Reedyk

Attachments: Draft Policy 300 Road Maintenance Policy

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 17, 2016*

# MUNICIPAL DISTRICT OF PINCHER CREEK

## POLICY 300

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**TITLE: ROAD MAINTENANCE POLICY**

**Approved by Council:**

**Date: New/DRAFT**

**Revised by Council:**

**Date:**

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### 1. LEGESLATION

*Municipal Government Act, M-26, RSA 2000*

*Highways Development and Protection Act, H-8.5, RSA 2004*

### 2. PURPOSE

The Municipal District of Pincher Creek No.9 (MD) is the only agency responsible for the overall management of the municipality's road system. This responsibility must be carried out to ensure the safety of the public is achieved and that effective maintenance and management practices are strictly adhered to at all times.

Maintenance activities includes the smoothing of the road surface, arranging for spot road repair (gravel) and redistribution of gravel, the control of encroaching vegetation, bridges and drainage systems and signage. Essentially, ensuring the road surfaces are safe to travel on.

The Policy will be reviewed annually with the intent of Council and Public Works bringing forward comments on:

- Policy revisions;
- road classifications, requirements for upgrades or downgrades in a roads classification;
- repairs or concerns that require maintenance;
- projects to be considered in the capital program; and
- a review of completed projects.

The annual review will include a road tour with Council.

The Road Maintenance Policy will provide Public Works with clear direction from Council on the level of maintenance effort as it relates to the Municipalities roads.

### 3. ROAD CLASSIFICATION

The MD has adopted a road classification system that is fully described in the Municipalities

Development and Engineering Standards, Section 8. The roads in the municipality are grouped into 6 classifications:

### 2.1 Arterial Roads

Arterial roads serve the purpose in collecting local traffic and funneling the traffic to the primary and secondary highways, equivalent to secondary highways or communities

### 2.2 Collector Roads

Collector roads are generally used for local traffic to access other local roads, arterial roads or provincial highways.

### 2.3 Local Roads

Local roads are typically used to access no more than 4 residences and not used for flow through traffic.

### 2.4 Unimproved Roads

Unimproved roads do not provide access to a residence. These roads are normally not utilized by other traffic and may or may not see any regular maintenance

### 2.5 Private Roads

Private roads are not on a statutory road allowance or road plan. It may be indicated as an easement on title or in renderings in a plan of subdivision. No maintenance is scheduled.

### 2.6 Urban Roads

Urban roads are streets and lanes within the municipality's hamlets.

## **3 MAINTENANCE LEVELS OF SERVICE**

### 3.1 Hard Surface Maintenance

Hard surfaces include asphalt, chip seal and cold mix asphalt surfaces. These surfaces will be inspected for cracks and defects that allow water under the surface. These defects will be repaired on a priority basis to minimize the damage that may occur. Cold mix roads requiring repair will be programmed for upgrade in the annual operating budget. Additional segments of road recommended for hard surface will be brought forward to Council by Public Works with traffic counts to substantiate the upgrade.

### 3.2 Grading

Gravel surface maintenance is required to provide a reasonably smooth and safe roadway for the motoring public, taking into consideration weather and traffic conditions.

Regularly scheduled road inspections should be carried out to ensure that the required level of service is maintained. Due to changing traffic volumes or excessively wet conditions it may be necessary to schedule more frequent inspections.

Roadway surfaces should be bladed to remove all potholes, washboards and ruts. When these defects continually reappear quickly following grading, Public Works should add the locations to areas to recommend to Council for ongoing dust suppression or surface stabilization treatments.

The roadway should be maintained to have a uniform crown of 3-5% and all curves must be bladed in such a manner as to maintain the designed super elevation. The crown of the main roadway should be maintained through the intersection, while the crown on the intersecting roadway should be feathered back. The road surface should be kept free and clear of all large rocks that may appear after normal blading.

All approaches to bridge decks and railway crossings should be bladed in such a manner as to ensure that the bridge deck and the railway crossing surface is kept clear of all excess material. All crossings should be regularly inspected to ensure that blading operations have not damaged the crossing. Any damage to the crossing should be immediately reported to the railway operator.

### 3.3 Shoulder Maintenance

Shoulder maintenance (pulling of shoulders) should be done on all arterial roads on an as required basis. The roadway should be inspected annually to determine whether pulling of shoulders is required.

Shoulder maintenance will be required when the shoulders of the road push out, the crown rate of the roadway becomes flatter than 1%, or the cross section is wider than designed and not properly draining. Typically, shoulder maintenance will be required prior to the commencement of re-gravelling operations.

The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics:

- Excessive loss of surface gravel.
- Numerous bald or shiny spots.
- Clay balls on the shoulders after blading.
- Excessive rutting.

Ultimately, the condition, width, traffic type and traffic volume of the roadway will dictate the application rate of gravel. The suggested rate of gravel application for collector roads is  $350\text{m}^3/\text{km}$  at construction, then  $150\text{m}^3/\text{km}$  or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to “pull shoulders”.

### 3.4 Roadside Vegetation Control

Vegetation Control will be done with rotary mowers on all Arterial, Collector and local roads annually as a means of minimizing drifting snow issues. Residents who wish to cut the vegetation and bale it can get a “hay Permit” to allow them to do so on segments of road. Vegetation along Urban roads will be managed with mowers designed for that purpose.

Agricultural Services Department staff will manage weeds within road right of ways, and will coordinate with the Public Works department to ensure that their spraying efforts are maximized by the timeliness of mowing operations.

### 3.5 Railway Crossing Maintenance

Crossing maintenance is required to ensure a safe crossing for the motoring public and the railway operator. All crossings should be inspected weekly and also immediately following the completion of any maintenance activity that has been carried out in close proximity to the crossing.

All crossings should be kept clear of all debris, gravel, snow and ice resulting from roadway maintenance activities. When roadway maintenance affects the operation of the railway, the railway operator must be notified prior to the commencement of the work. All crossings should be signed.

The railway operator should be notified immediately of conditions that may interfere with the safe operation of the crossing. Loose planking or rail damage should be reported to the railway operator as soon as possible.

### 3.6 Guardrail

Guardrail is used to protect vehicles from three major hazards: roadside obstacles, permanent bodies of water, and steep slopes or high embankments.

Proper maintenance of guardrail is critical to safe operations. Improperly installed or maintained guardrail can be more of a hazard than the feature they guard.

Guardrail should be inspected annually to ensure proper and effective operations; guardrail that is prone to damage should be inspected more frequently. If guardrail causes a snow drift hazard that is more severe than the original hazard the guardrail was intended to protect against, the installation should be re-evaluated.

Cable guardrail systems will be used for all new guardrail in the municipality as it allows for better gravel recovery; minimizes snow drifting and is more economical to install.

### 3.7 Brush Control

Brush, which has become established, in the right-of-way by suckering or inadvertent seed drop should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches;
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on a gravel road.

Brush control is best performed before the vegetation reaches 2 meters in height or before sight distance becomes impaired.

Brush control requirements should be reviewed and prioritized on an annual basis. A Brush Control Program should be developed by early fall each year. Depending on the proximity to adjacent water bodies the Agricultural and Environmental Services Department may be asked to spray out encroaching brush.

After brush control operations have been completed, all cuttings larger than 10 centimeters in diameter or longer than 50 centimeters should be removed and properly disposed of. Mechanical brushing may produce debris small enough to leave in the right-of-way.

When deemed necessary because of maintenance or safety issues, the removal of shrubs and trees within an existing right-of-way, will be considered following a discussion with the adjacent landowner. Shrubs or trees within the sight triangle at intersections will be removed.

### 3.8 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Bridge and culvert installations provide relief for natural drainage channels and also prevent undue accumulation and retention of water on and adjacent to the roadway.

All bridges are inspected on a rotational frequency and inspection information is forwarded to Alberta Transportation to be included in the Bridge Inspection and Maintenance system (BIM). Bridges include major bridges, minor bridges and culverts in excess of 4' (1200mm). All culverts should be inspected regularly to ensure proper and effective operations. During rain events operators noticing standing water are to report the location to ensure that local culverts can be inspected.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

Ditches that become "silted in" or blocked can alter the natural drainage patterns thus causing flooding. Periodic maintenance of ditches may be required to ensure that drainage ditches are functional and that they are capable of carrying out their design flows.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

### 3.9 Snow and Ice Control

Plowing of roadways should be commenced when snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

During the first snowfall, it is desirable to mix snow into the loose gravel to stabilize the surface material when it freezes. This minimizes future gravel loss from snow plowing.

Ice blading may become necessary if the roadway becomes slippery due to compacted snow or ice. Ice blading roughens the surface for improved traction. Care must be taken to minimize gravel loss.

The highest priority for snow removal and ice control activities will need to be consistent with the MD's Policy 303, Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces that reflects how the MD addresses its priorities. Note that the current policy states that *"first priority on gravel roads will be school bus routes"*.

### 3.10 Snow Fence

Snow fence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on roadways, in Hamlets and to improve visibility. The location of the snow fence and the decision to use temporary or permanent snow fence will be determined by local conditions and past experience in consultation with the land owner.

Snow fencing should be installed after farming operations have been completed and prior to winter. Snow fence should be located 25-40 meters from the centerline of the roadway. Typically, the drift formed by the snow fence will extend for a distance of approximately 10 times its height. The snow fence should be removed early in the spring to avoid conflicts with the landowner's operations. All debris must be removed and properly disposed of (wire, lath, etc.).

Public Works will consider comments from residents, school bus operators and equipment operators when determining placement of new snow fence. Where temporary snow fence is installed year after year, Public Works will inquire of the land owner if permanent snow

fence can be installed. Permanent Snow Fence is preferred to the installation of temporary fence on an annual basis.

### 3.11 Traffic Signs

The municipality has the authority under both the *Municipal Government Act* and the *Highway Development and Protection Act* to erect traffic controlling devices at any location that is considered necessary for safely controlling and managing of its transportation and traffic systems. A sign management program that includes annual inspections, ongoing maintenance, reporting, repairs and maintenance is part of Public Works responsibility. This program shall ensure that proper signs are erected and are fully functional as traffic controlling devices ensuring the safety of municipal roads.

### 3.12 Texas Gates

The Municipal District’s Policy 302 – Texas Gates, identifies the procedure for application and installation of Texas Gates in road right of ways. Once installed Public Works will ensure that the Texas Gate operates as designed, provides a surface suitable for the traffic on the road and that operators maintaining the road do not fill the well with gravel while grading.

Annual inspections will confirm the Texas Gates integrity and if any structural repairs or cleaning of the well is required.

## 4 TABLE OF SERVICE FREQUANCIES

Activities	Arterial	Collector	Local	Unimproved	Urban
<b>Hard Surfaces</b>					
Crack Sealing	Annual	Annual	N/A	N/A	Annual
Line Painting	3-5 Years	3-5 Years	N/A	N/A	3-5 Years
<b>Grading</b>					
Maintenance Grading	12-18/Year	10-12/Year	4-6/Year	1/Year	As Required
Potholes/Washboard	Within Week	Within Week	Within 2 Weeks	N/A	Within Week
<b>Re-Gravelling</b>					
Rate/Area	100-150m <sup>3</sup> /km	100-150m <sup>3</sup> /km	100-150m <sup>3</sup> /km		
Frequency	1-2 Years	1-3 Years	2-4 Years	N/A	N/A
<b>Guardrail</b>					
Inspection	Each	Each	Each	N/A	Each
Frequency	Annually	Annually	Annually	N/A	Annually
<b>Brushing</b>					
Rate/Area	20-30m ROW	20-30m ROW	20m ROW	N/A	20-30m ROW

Frequency	Every 5 Years	Every 5 Years	Every 5 Years	N/A	Every 5 Years
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Culverts					
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Rate/Area	Each	Each	Each	Each	Each
Frequency	Early Spring				

Ditches					
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Rate/Area	All Ditches				
Frequency	Early Spring				

Snow Removal - Policy 303 Defines Snow Removal Priorities					
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Rate/Area	Road Surface & Side Slope	Road Surface & Side Slope	Road Surface	If Required	Road Surface
Frequency	As Required	As Required	As Required	As Required	As Required

Traffic Signs					
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Rate/Area	Each Location				
Repair Frequency	As Required				
Regulatory Signs (Stop, Yield)	Within a week of being reported				
Information Signs	Within a month of being reported				
Direction Signs	Within a month of being reported				

Texas Gates - Policy 302 Identifies Specifications and Procedures for Placement					
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Rate/Area	Each Location	Each Location	Each Location	N/A	N/A
Frequency	Annually	Annually	Annually	N/A	N/A

## Director of Operations Report March 16, 2016

### **Operations Activity Includes:**

- March 8, Regular Council Meeting
- March 9, Joint Health and Safety Meeting
- March 9, Water System Intake meeting;
- March 9, Burmis Lake Bridge Preconstruction meeting;
- March 11, Recycling meeting

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

- March 8, South Region AAAF Meeting;
- March 9, Technical Large Animal Emergency Rescue Correspondence letter;
- March 7-15, Strychnine sales;
- March 15, Call for participants/Advertising for the April 8 Open House;
- March 15, Visit and take records of dam water levels;
- March 16, Environmental Farm Plan WebBook Update.

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

- Bridge inspection;
- Temp snow fence removal;
- Texas gate inspection;
- Clean muskrats out of a culvert;
- Sign install and repair.

### **Upcoming:**

- March 17, Gravel Pit Site Visit;
- March 22, Regular Council;
- March – April, Staffing summer positions;
- March 31, Agricultural Service Board meeting.

### **Project Update:**

- 2013 Disaster Recovery Projects
  - Satoris Road – Awaiting AEP approval for road realignment.
  - Burmis Lake Bridge repair started.
- Community Resilience Program
  - Regional Water System Intake Relocation – detailed design 75 % complete.

- Capital Projects
  - North Burmis Road Intersection – Land acquisition complete, brushing completed;
  - Summerview Bridge – Contractor retained, construction underway;
  - Airport Runway Threshold review underway;

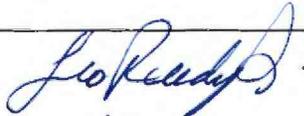
**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period March 3, 2016 to March 16, 2016 be received as information.

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Prepared by: Leo Reedyk



Date: March 16, 2016

Reviewed by: Wendy Kay



Date: March 17, 2016

Submitted to: Council

Date: March 22, 2016



## MD OF PINCHER CREEK

March 16, 2016

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TO: Reeve and Council  
 FROM: Roland Milligan, Director of Development and Community Services  
 SUBJECT: **Proposed Amendment to Land Use Bylaw 1140-08**

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**1. Origin**

- The Municipal District of Pincher Creek No. 9 (the MD), in conjunction with the Beaver Mines Community Association, is proposing to develop a walking path within the Hamlet of Beaver Mines.
- The MD has also undertaken a study to provide municipal water and sewer service to the Hamlet.
- Both the above proposals will affect the use of the majority of Lot 1, Block 8, Plan No. 121 0773, being more commonly known as the Beaver Mines Fire Hall parcel.
- A portion of the proposed route for the pathway will traverse the parcel.
- When the municipal public water utility is developed, a portion of the parcel will be required for the placement of a water storage facility.
- The parcel is currently designated as Direct Control within the LUB, under LUB Amending Bylaw No. 1220-11.

**2. Background/Comment**

- The issue with the parcel is that when the current zoning was placed on it, the wording of LUB Amending Bylaw No. 1220-11 (Enclosure No. 1) was very specific on what could take place on the site.
- Bylaw No. 1220-11 states "*The purpose of the proposed amendment is to allow for a fire hall use*".
- In order to allow for the walking path and the future water storage facility, Bylaw No. 1220-11 will require either amending or repealing and a new bylaw adopted to replace it.
- In order to allow for the walking path, a recreational use; a water storage facility, a public utility use; and a fire hall, public and institutional use, any new bylaw must allow for the following uses as defined within the LUB.

**6.115 Public and Institutional Uses**

A development which is available to the public for the purpose of assembly, instruction, culture or community activities, including but not limited to a school or educational facility whether public or private, churches or places of worship, libraries and museums, as well as developments associated with police, **fire or ambulance services** and other municipal uses.

**6.116 Public Park or Recreation**

**A public park, playground, recreation area**, indoor or outdoor rink, gymnasium, sports field, historic or archaeological site or any similar facility or use of land or buildings, excluding

"campgrounds" provided that the park, playground recreation area or similar facility is owned and/or administered by any level of government or not-for-profit organization. "Campground" and "Golf course" are separate uses.

6.118 Public Utility

***A system of works used to provide one or more of the following for public consumption, benefit, convenience or use: water*** or steam; public transportation operated by or on behalf of the municipality; irrigation; drainage; fuel; waste collection bins, electric power, heat; telecommunications and includes any other thing that is provided for public consumption, benefit, convenience or use.

This use includes administrative offices, exterior storage, vehicle, and equipment repair, "Wastewater treatment plant", "Salvage and waste disposal facility" and "Landfill activity".

- Enclosure No. 2 of this report is Draft Bylaw No. 1267-15 that will replace Bylaw No. 1220-11 to allow for the authorization of the uses that Council has indicated they wish to allow for on the parcel.

**Recommendation No. 1**

- That Council give first reading to Bylaw No. 1267-16 and set required Public Hearing for April 26, 2016 at 1:00PM in the Council Chambers.

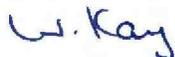
Respectfully Submitted,



Roland Milligan

Enclosure(s): 1) Land Use Bylaw Amending Bylaw No. 1220-11  
2) Draft Bylaw No. 1267-15

Reviewed by: Wendy Kay



March 17, 2016

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1220-11**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1140-08, being the Land Use Bylaw.

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**WHEREAS** Section 639 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw; and

**WHEREAS** The Municipal District of Pincher Creek No. 9 is in receipt of a request to amend the land use designation of lands legally described as:

Portion of NE 10-6-2 W5M lying west of 3<sup>rd</sup> Street in the Hamlet of Beaver Mines;

And as shown on Schedule "A" attached hereto, from "Agricultural - A" to "Direct Control -DC"; and

**WHEREAS** Council feels that the "Direct Control - DC" designation is appropriate for lands proposed for public use; and

**WHEREAS** The purpose of the proposed amendment is to allow for a fire hall use;

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

1. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1220-11".
2. Amendments to Land Use Bylaw No. 1140-08 as per "Schedule A" attached.
3. This bylaw shall come into force and effect upon third and final passing thereof.

READ a first time this 25 day of October, 2011.

A PUBLIC HEARING was held this 13 day of December, 2011.

READ a second time this 13 day of December, 2011.

READ a third time and finally PASSED this 13 day of December, 2011.

  
\_\_\_\_\_  
Reeve - Rod Zielinski

  
\_\_\_\_\_  
Chief Administrative Officer - Wendy Kay

Attachment  
- "Schedule A"



**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1267-16**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1140-08, being the Land Use Bylaw.

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**WHEREAS** Section 639 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw; and

**WHEREAS** The Municipal District of Pincher Creek No. 9 wishes to allow for recreation, public utility, and public and institutional uses within the following the lands described as:

Portion of Lot 1, Block 8, Plan No. 121 0773, within NE 10 6-2-W5M;

And as shown on Schedule 'A' attached hereto, and to "Direct Control - DC"; and

**WHEREAS** Council feels that the "Direct Control - DC" designation is appropriate for lands proposed for public use; and

**WHEREAS** The purpose of the proposed amendment is to allow for the following uses as defined within the Land Use Bylaw, Public Park or Recreation, Public Utility, and Public and Institutional uses;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, Sections 639 and 692, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby enact the following:

1. Land Use Amendment Bylaw No. 1220-11 is hereby repealed.
2. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1267-16".
3. Amendment to Land Use Bylaw No. 1140-08 as per "Schedule A" attached.
4. This bylaw shall come into force and effect upon third and final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

A PUBLIC HEARING was held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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*Reeve – Brian Hammond*

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*Chief Administrative Officer - Wendy Kay*

SE16

9010037  
LOT 1

SW15 6-2-5

SE15

HIGHWAY 507

NE9 6-2-5

NW10 6-2-5

NE10 6-2-5

GAS TRANSMISSION LINE R/W  
(30581C)

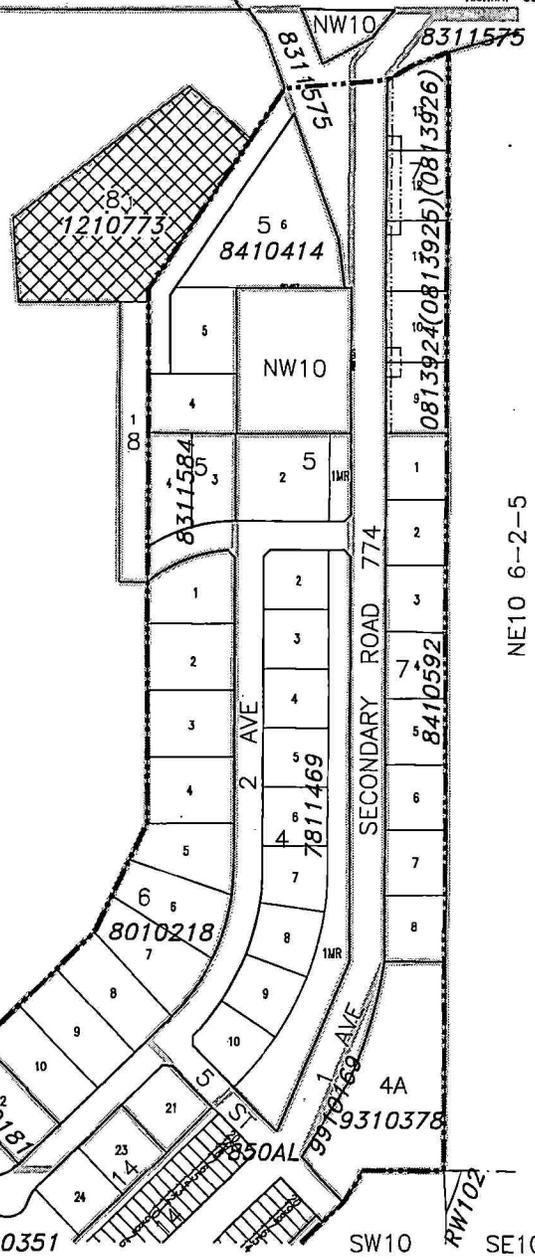
SE9

SW10 6-2-5

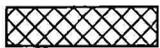
SW10

RW102

SE10



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



TO: DIRECT CONTROL - 'DC'

PORTION OF LOT 1, BLOCK 8, PLAN 1210773  
IN NW 1/4 SEC 10, TWP 6, RGE 2, W 5 M  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
DATE: MARCH 17, 2016

Bylaw #: 1267-16

Date: \_\_\_\_\_



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 100 200 300 400 Metres



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

## MD OF PINCHER CREEK

March 16<sup>th</sup>, 2016

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TO: Reeve and Council

FROM: Mat Bonertz, Director of Finance and Administration

SUBJECT: **Financial Policy 5.3.2.3. Fees and Charges - Tax Arrears**

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**1. Origin**

This is a new policy for Council to consider.

**2. Background/Comment**

When deeded property is two years or more in arrears there are legislated steps that have to be followed which are intended to ensure the municipality will collect taxes that are levied. While the legislation is clear on the steps to be followed it is left to the municipality to administer the process.

This policy is intended to give direction on the collection of tax arrears once property has reached the Tax Notification and Property Sale points in the process. Administration feels it appropriate to have a policy in place that supports Provincial legislation, enforces the municipalities desire to give taxpayers every opportunity to pay outstanding taxes, and yet strives to ensure the municipality is receiving valid payments.

**3. Recommendation**

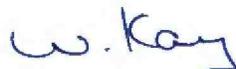
That financial policy 5.3.2.3. Financial - Revenue – Fees and Charges – Tax Arrears be adopted.

Respectfully Submitted,



Mat Bonertz, Director of Finance and Administration

Reviewed By: Wendy Kay, CAO



Date: March 16<sup>th</sup>, 2016

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

**POLICY 5.3.2.3.**

---

**TITLE: FINANCIAL - REVENUE – FEES AND CHARGES – TAX ARREARS**

**Approved by Council**

**Date:**

**Revised by Council**

**Date:**

---

**Applicable Provincial Legislation**

*Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 Part 10 Taxation Division 1 Section 343 and Divisions 8, 8.1 and 9.*

**Policy Statement**

The M.D. of Pincher Creek No. 9 shall strive to see taxpayers have every opportunity to pay outstanding tax arrears prior to legislated procedures that must be taken.

**5.3.2.3. (1) Tax Penalties and Receipts**

When penalties are levied on outstanding taxes they will be applied to and become part of the year of the outstanding taxes causing the penalty. Any tax payments received shall be applied to the oldest outstanding tax balance first. Tax payments received from a property owner who has multiple properties that has not specified which properties are to be paid, shall have the payment applied in roll number order against the oldest outstanding taxes first.

**5.3.2.3. (2) Tax Notification and Property Sale**

All dedeed properties that have two consecutive years of taxes outstanding at March 31<sup>st</sup> of the year, shall have a Tax Notification registered on title for the outstanding taxes. In order to have the Tax Notification discharged all taxes in arrears on the parcel must be paid. If the Tax Notification remains on title for a period of one year, the property shall be offered for sale at a public auction.

**5.3.2.3. (3) Agreement for Payment of Tax Arrears**

Taxpayers who have a pending Tax Notification or Property Sale, may enter into an agreement with the municipality to set aside the process. The agreement will stipulate the monthly payments required, so that the arrears are completely paid within 12 months. Any missed payment will start the process in motion again. The only form of payments to be accepted are cash, certified cheque, debit card or preauthorized withdrawal, with preauthorized withdrawal being the preferred method.

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

**POLICY 5.3.2.3.**

---

**TITLE: FINANCIAL - REVENUE – FEES AND CHARGES – TAX ARREARS**

**Approved by Council**

**Date:**

**Revised by Council**

**Date:**

---

**5.3.2.3. (4) Payment to Prevent Tax Sale**

Payments being made to keep property from proceeding to tax sale must be made by cash, certified cheque, debit card or internet banking. The tax sale process will continue until all arrears are completely paid.

**5.3.2.3. (5) Incurred Costs**

Any costs incurred preparing property for Tax Notification or Property Sale, shall be applied to, and, become part of the tax arrears causing the notification or sale.

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

**E3b**

**Month Ending February 2016**

<b>BANK STATEMENT C.I.B.C.</b>	<b>February</b>	<b>January</b>
<b>General Accounts</b>		
Bank Statement Balance	741,520.48	385,759.32
Deposits After Monthend	4,292.77	86,506.89
Cash On Hand	600.00	600.00
Less Outstanding Cheques	(574,105.19)	(225,138.49)
<b>Month End Cash Available (- Overdrawn)</b>	<b>172,308.06</b>	<b>247,727.72</b>

<b>M.D.'S GENERAL LEDGER</b>	<b>February</b>	<b>January</b>
Balance Forward from Previous Month	247,727.72	(500,734.85)
<b>Revenue for the Month:</b>		
Receipts for the Month	363,572.04	2,879,969.39
Interest for the Month	44.15	85.93
Transferred from T-Bill Accounts	850,000.00	48,669.88
<b>Disbursements for the Month:</b>		
Cheques Written	(969,760.46)	(607,647.49)
Payroll Direct Deposits and Withdrawals	(257,366.91)	(256,234.99)
Electronic Withdrawals - Utilities and VISA	(30,628.15)	(34,937.96)
Banking Transaction Fees	(302.57)	(770.86)
Bank Overdraft Fees	(75.00)	(671.33)
Transferred to T-Bill Account - General	(30,902.76)	(1,280,000.00)
<b>M.D.'s General Ledger Balance at Month End</b>	<b>172,308.06</b>	<b>247,727.72</b>

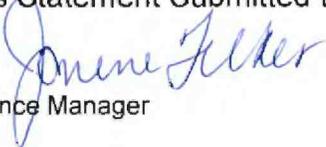
<b>SHORT TERM INVESTMENTS - C.I.B.C.</b>	<b>February</b>	<b>January</b>
General Account Operating Funds	431,809.50	1,281,424.92
Bridge Repair Advances	106,667.20	106,585.74
MSI Capital Grant Advances	2,549,338.83	2,547,391.96
Public Reserve Trust Funds	190,138.10	189,992.89
Lottery Board Account	2,209.31	2,207.62
Regional Water Advance	2,112.31	2,110.70
Federal Gas Tax Grant Advance	172,577.96	172,446.16
Tax Forfeiture Land Sales	3,512.93	3,510.25
Recycling Committee	29,836.34	-
Water Intake Advance	1,635,704.22	1,634,456.99
	<b>5,123,906.70</b>	<b>5,940,127.23</b>

<b>LONG TERM INVESTMENTS</b>	<b>February</b>	<b>January</b>	<b>Annual Rate</b>	<b>Original</b>	<b>Original</b>
<b>Financial Institution</b>	<b>Market Value</b>	<b>Market Value</b>	<b>of Return</b>	<b>Investment</b>	<b>Investment</b>
			<b>2015</b>	<b>Date</b>	<b>Amount</b>
C.I.B.C. Wood Gundy - Bonds	8,142,452.00	8,205,078.00	2.34%	Nov-88	1,255,915.75

**COMMENTS**

<b>March Items of Note</b>	<b>Amount</b>
Expense Out - Debenture Payments	107,000.00
Expense Out - School Requisitions	614,000.00

This Statement Submitted to Council this 22nd Day of March 2016.

  
Finance Manager

  
Director of Finance and Administration



**GROUP GROUP YOUTH SOCIETY  
OF PINCHER CREEK**  
Box 1403, Pincher Creek, AB  
T0K 1W0

**RECEIVED**

MAR - 4 2016

M.D. OF PINCHER CREEK

February 1, 2016

**RE: RURAL SAFETY – Smart choices for LIFE****Dear Community Partners:**

Group Group Youth Society of Pincher Creek, in partnership with Community Safety Net, is once again presenting the "Rural Safety – Smart choices for life" family resource to educate and protect our youth.

Please welcome **John Quigley** from **Community Safety Net**, who will briefly explain this exciting opportunity to you.

Your Group Group Youth Society of Pincher Creek feels that this initiative will provide kids in our service area with effective tools to be safe and injury-free on the farm and in rural areas. It offers parents practical ideas on protecting their children, as well.

Sincerely,



Lynne Teneycke  
Executive Director  
(403) 627-4616

<b>PROJECT COORDINATOR</b>
<b>John Quigley</b>
Ph: 1-403-651-4777
<a href="mailto:jquigley@communitysafetynet.com">jquigley@communitysafetynet.com</a>
Protecting kids for LIFE

***"Putting Our Community First"***

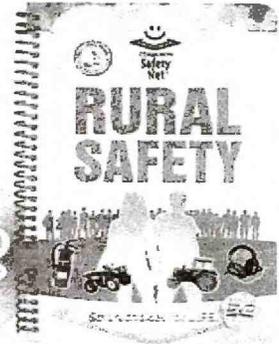
# LEADERSHIP PARTNER NAME

PROTECTING

Kids Right Here In

TOWN

Child Safety Team:



## RURAL SAFETY

Smart choices for LIFE

is a 112-page full-colour family resource full of information complemented with an interactive DVD.

### \$15 PER CHILD (PLUS TAXES) COMMUNITY LEADERS FEATURED...

All supporters are featured in the front of each child's safety book and featured on our Safety App in addition to receiving a "We Care" poster and decal.

<b>SCHOOL PLATINUM</b>	PROTECTING 100 KIDS	Full Page Colour Ad With Three-Line Recognition And Colour Logo	\$1,575.00
<b>SCHOOL PARTNER</b>	PROTECTING 80 KIDS	Full Page B&W Ad With Three-Line Recognition And B&W Logo	\$1,260.00
<b>MULTI-CLASS PARTNER</b>	PROTECTING 60 KIDS	Three-Line Recognition With B&W Logo	\$945.00
<b>CLASS PARTNER</b>	PROTECTING 30 KIDS	Three-Line Recognition	\$472.50
<b>2/3 CLASS PARTNER</b>	PROTECTING 20 KIDS	Three-Line Recognition	\$315.00
<b>1/2 CLASS PARTNER</b>	PROTECTING 15 KIDS	Two-Line Recognition	\$236.25
<b>1/3 CLASS PARTNER</b>	PROTECTING 10 KIDS	Two-Line Recognition	\$157.50
<b>SUPPORTING PARTNER</b>	PROTECTING 5 KIDS	One-Line Recognition	\$78.75



DOWNLOAD YOUR FREE COMMUNITY SAFETY APP

To support our Safety Initiative please respond by: \_\_\_\_\_

Contact **JOHN QUIGLEY** 403-651-4777-EMAIL: [jquigley@communitysafetynet.com](mailto:jquigley@communitysafetynet.com)

or complete the form below and send in with payment to:

**Community Safety Net, 1261 Main Street, Winnipeg, MB R2W 5G9**

I'd like to help!  Credit Card (See below) OR  Cheque in the amount of \$ \_\_\_\_\_ \*

\* (payable to Community Safety Net)

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CW: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_ Town, Prov.: **PINCHER CREEK, AB**

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Community Code: **AB0347**



*Council  
Corresp - Action*

F1b

RECEIVED  
MAR 10 2016  
M.D. OF PINCHER CREEK



March 3, 2016

This year the Livingstone Parents Association will be hosting a large fund raising event. **"DENIM, DINNER AND DANCE"** will be held at the Pincher Creek Community Hall on April 9, 2016.

We are raising funds to replace the Livingstone School playground equipment. Our current equipment is old and inadequate and does not uphold a high standard of safety. We want to install new and exciting equipment to make our playground a place where children from all communities will have safe, stimulating and healthy opportunities to play.

Our event will include cocktails, dinner, a silent auction, and live entertainment by Trevor Panczack. In order to make our silent auction a success, we are asking local business owners for donations.

Your donation will enhance our auction and will give your business publicity as well. Your support of this fundraiser would be greatly appreciated. We thank you for your kind consideration.

If you would like to make a donation please contact one of the following Parent Association members by March 21, 2016. Christi at 403.632.5339, Lenea at 403.627.8798 or Kimberly at 403.628.2069.

Sincerely,

Livingstone Parents Association

# DENIM, DINNER & DANCE

Fundraiser for the Livingstone School Community Playground Revitalization



*Featuring  
Trevor Panczak*



2016

9

APRIL

Doors open 5:30 pm Dinner 6:30 pm  
Silent Auction and Dance to Follow

Pincher Creek Community Hall  
287 Canyon Drive  
Pincher Creek, Alberta

Mexican Buffet By  
Twin Butte Country General Store  
and Restaurant

For More Information Contact  
Kimberly 403-628-2069      Christi 403-632-5339

## Tickets Available At

Lushazz Boutique  
702 Main Street  
Pincher Creek

Livingstone School  
215 Robinson Avenue  
Lundbreck

The Rose Peddler  
12701 - 20th Avenue  
Blairmore

\$40/Ticket      \$280/Table

## Tara Cryderman

---

**From:** Wendy Kay  
**Sent:** Thursday, March 10, 2016 3:55 PM  
**To:** Tara Cryderman  
**Subject:** FW: information for the next MD council meeting  
**Attachments:** March 16 The Junction update.docx

Correspondence - Action

---

**From:** Anne Gover [mailto:Anne.Gover@mcman.ca]  
**Sent:** Thursday, March 10, 2016 3:49 PM  
**To:** Wendy Kay <wkay@mdpincercreek.ab.ca>  
**Cc:** Tara Cryderman <AdminExecAsst@mdpincercreek.ab.ca>; Jerrold Visser <Jerrold.Visser@mcman.ca>  
**Subject:** information for the next MD council meeting

Hello, Wendy!

I would love the MD Council's input on the draft food bank newsletter attached. We would like to acknowledge the MD's support by having the MD logo on the newsletter but wondered what your requirements are. We are thinking of adding all of our major donors' logos on the front page of this quarterly-or-so newsletter.

Speaking of acknowledgement, we would like to also put the MD logo somewhere on the building, meeting all Town signage requirements of course, as well as on our Face book page.

Thank you for your assistance with this matter.

Sincerely,

Anne

### *Anne Gover*

*Supervisor*

McMan Youth, Family and Community Services Association

Box 2993

659 Main Street

Pincher Creek, AB T0K 1W0

Phone: (403) 627-2014

Cell: (403) 339-0232

Fax: (403) 627-2013

*"To support and encourage individuals and families to achieve their full potential as members of their community."*

For more information visit: [www.mcmansouth.ca](http://www.mcmansouth.ca)





Please consider the environment before printing this e-mail

Confidential Warning: this communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Should this email be received in error, please respect the confidentiality of the correspondence by advising the sender of the error and destroying the communication. This correspondence is private and legally protected by law. Your consideration and cooperation is appreciated.

---

**From:** Anne Gover  
**Sent:** March-10-16 9:41 AM  
**To:** Jerrold Visser  
**Subject:** for our check-in today

1. CIP grant – is all the info being stored on the Supervisors drive? How do I get the letters to you?
2. Brainstorm how to incorporate Jacqueline Big Bull the elder
3. Update on quotes
4. Penelope and ORS – ASI entering question

**Anne Gover**

*Supervisor*

McMan Youth, Family and Community Services Association

Box 2993

689 Main Street

Pincher Creek, AB T0K 1W0

Phone: (403) 627-2014

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# THE UPDATE



3/15/2016

NEW LOCATION: 659 MAIN STREET  
(THE OLD RCMP BUILDING)

# the update

WHAT HAS BEEN HAPPENING AT YOUR LOCAL FOOD BANK

## COMMUNITY PARTNERS – THANK YOU!

The Town of Pincher Creek donated the use of 659 Main Street to McMan at the end of 2015. Food bank operations began in the new location on January 4, 2016. We are much better able to serve our guests and the community due to the larger space, the loading dock and location.

The MD of Pincher Creek has been exceedingly generous in their support and cash donations of close to \$10,000 since McMan began running the food bank.

In January, volunteers worked 186 hours and in February, 180 hours were donated. THANK YOU! And another thank you to the volunteers from Trans Alta, Duncan Russell and the Mormon Church for their tremendous help getting the building ready over the Christmas holidays!

## GUEST INFORMATION

### JANUARY, 2016

177 food hampers  
305 people  
160 adults  
138 children  
7 seniors

### FEBRUARY, 2016

176 food hampers  
339 people  
175 adults  
161 children  
3 seniors

## UPCOMING

We are collecting quotes for renovating the main office area and the rental office space upstairs. We plan to renovate the second garage area as well to maximize the usefulness of the entire building.

**If you are a non-profit looking for reasonable rent, please contact Anne at McMan 403-627-2014!**

We continue our fundraising efforts by grant writing and preparing for 2016 Fair and Rodeo where we will run the concession for a second year in a row thanks to the Agricultural Society's support. Letters of support from any community agency or person that believes in the good work of the food bank are gratefully accepted.

*Council  
Corresp- Action*

RECEIVED

MAR 14 2016

M.D. OF PINCHER CREEK

March 14, 2015

**VOLUNTEER WEEK**

Dear Reeve and Councilors,

It is time to celebrate the contributions of our many volunteers in our community. National Volunteer Week is April 11 – 15<sup>th</sup>. We will be giving recognition to nominated volunteers during the week through social media but the biggest day is the luncheon on Friday, April 15<sup>th</sup>. With your help, we hope that the M.D. and Town Council members can attend to greet our volunteers attending the luncheon and possible help serve. There will be a program starting at 12:15, please let us know if the Reeve or councilor would like to be part of the thank you program. Please contact me with any questions or concerns.

Best Regards,



Rhonda Oczkowski  
Office Amin  
Parks and Community Services  
403-627-4322 or [rec@pinchercreek.ca](mailto:rec@pinchercreek.ca)



**Tara Cryderman**

---

**From:** Wendy Kay  
**Sent:** Thursday, March 17, 2016 1:14 PM  
**To:** Tara Cryderman  
**Cc:** Brian Hammond  
**Subject:** FW: Request for Support for Funding Application  
**Attachments:** image001.png; ATT00001.htm; MD Pincher Creek Letter.pdf; ATT00002.htm

Please add to Correspondence - Action

---

**From:** Brian Hammond  
**Sent:** Thursday, March 17, 2016 12:38 PM  
**To:** Wendy Kay <wkay@mdpincercreek.ab.ca>  
**Subject:** Fwd: Request for Support for Funding Application

Wendy

Have we received this correspondence in our office and could this be considered at Tuesday's Council meeting? I discussed this initiative at our last Council meeting and suggested we could expect a letter seeking support.

Sent from my iPhone

Begin forwarded message:

**From:** "Schlamp, Kattie" <[Kattie.Schlamp@taber.ca](mailto:Kattie.Schlamp@taber.ca)>  
**Date:** March 16, 2016 at 3:18:16 PM MDT  
**To:** "'[bhammond@mdpincercreek.ab.ca](mailto:bhammond@mdpincercreek.ab.ca)'" <[bhammond@mdpincercreek.ab.ca](mailto:bhammond@mdpincercreek.ab.ca)>  
**Subject:** Request for Support for Funding Application

Good afternoon,

Please find attached a letter from Mayor Henk De Vlieger: A hard copy will follow in the mail.

Have a great day,

Kattie Schlamp  
[kattie.schlamp@taber.ca](mailto:kattie.schlamp@taber.ca)  
Planning and Economic Development Assistant  
Town of Taber  
Office: 403.223.5500 ext. 5547



March 15, 2016

File: 650-E01

Reeve and Council,  
Box 279  
Pincher Creek, AB T0K 1W0

Dear Reeve Hammond and Council,

**Re: Request for Support for Funding Application**

The Town of Taber has identified a need for a Materials Recovery Facility (MRF) in Southern Alberta. Being strategically located, Taber would like to provide this facility for all municipalities in our area.

The Materials Recovery Facility (MRF) is responsible for sorting recycling materials by type. Once the materials have been sorted they are then transformed into new products. The main goal of a MRF is to divert recyclables from the landfill and therefore work towards a more sustainable future.

Upon advice from the Province of Alberta, the Town of Taber is proposing a partnership between all participating municipalities and a private enterprise for the development and operation of the MRF.

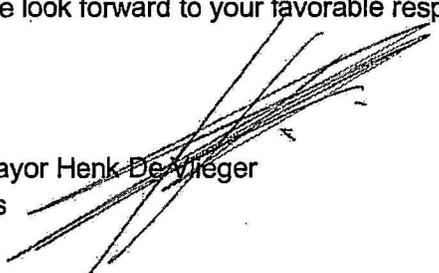
With your support, the Town of Taber can apply for funding from the Alberta Community Partnership, Intermunicipal Collaboration Grant (or other grants as applicable) to study the feasibility of this project. If your municipality chooses to participate in the feasibility study, we will need to know the type of materials and the volumes of those materials that your municipality currently handles. In addition we are requesting your commitment in providing these materials to the Taber facility.

We hope the feasibility study will determine:

- a) Types and quantities of materials each municipality will contribute,
- b) Commodity values of each recycled material,
- c) The quantity of materials needed to make the facility profitable,
- d) The feasibility of the facility processing agricultural plastics,
- e) Each municipality's willingness to contribute,
- f) Costs associated with the collection and transportation of materials from major municipalities (Lethbridge, Medicine Hat, and Brooks), and
- g) Possible ways to share the cost of transportation amongst participating municipalities.

Attached you will find a Sample Resolution for your consideration and adoption. Please submit your Council's resolution by May 1, 2016, in order to be included in the Grant Applications.

We look forward to your favorable response,

  
Mayor Henk De Vlieger  
/ks

**RESOLUTION**

At a regular meeting of the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, etc.) (Name of Municipality)

Held on \_\_\_\_\_, 2016, the following Resolution was passed:

"Be IT RESOLVED THAT the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, etc.) (Name of Municipality)

Supports the Town of Taber's application for funding from the Alberta Community Partnership, Intermunicipal Collaboration Grant (or other grants as applicable) to study the feasibility of a Materials Recovery Facility in Southern Alberta to be located in the Town of Taber, and supports the Town of Taber as applicant and managing partner for this initiative and commits to directing recyclable material from our municipality to this facility."

Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

# Southern Alberta Regional MRF Feasibility Study

Alberta Community Partnership - Intermunicipal Collaboration Grant Application  
Town of Taber

## Materials Recovery Facility (MRF)

- ▶ Pronounced “merf”
- ▶ Uses an automated system to separate recycled materials by type with manual sorting throughout the process.
- ▶ Sorted materials are compacted into bails for easy transportation.
- ▶ The bails of recycled materials are sold as a commodity.

[How does a Material Recovery Facility \(MRF\) work? - Youtube](#)

City of Edmonton MRF Facility



### Why Taber?

- ▶ Taber is strategically located amongst highway 3 and highway 36, allowing for easy access from all directions
- ▶ The Coutts border crossing is approximately 1 hour south of Taber for easy export of commodities.

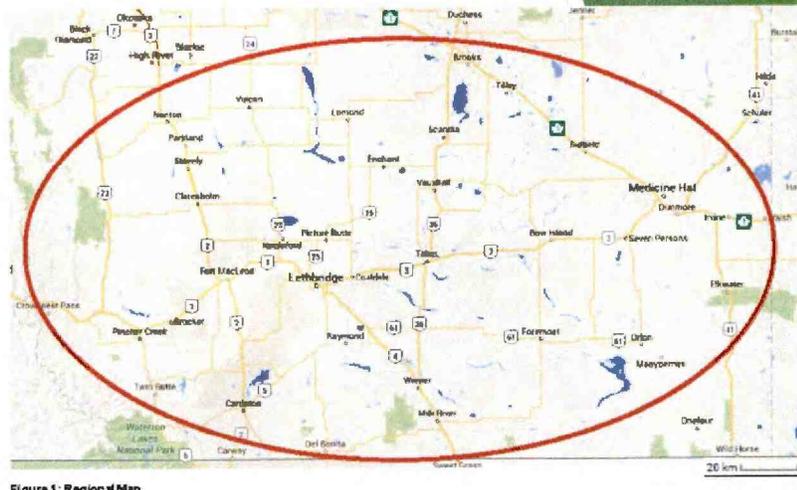


Figure 1: Regional Map

### A MRF in Taber:

- ▶ Will reduce costs and emissions associated with transporting recycled materials to current sorting facilities,
- ▶ Promote economic growth through job creation, and
- ▶ Foster sustainability through waste diversion.

## Feasibility Study

- ▶ If successful, grant funding will be used for a feasibility study.
- ▶ The study will determine:
  - ▶ Types and quantities of materials each municipality will contribute,
  - ▶ Commodity values of each recycled material,
  - ▶ The quantity of materials needed to make the facility profitable,
  - ▶ Each municipality's willingness to contribute
  - ▶ Costs associated with the collection and transportation of materials for major municipalities (Lethbridge, Medicine Hat, and Brooks),
- ▶ Results will be used to determine the size and capacity of facility needed.
- ▶ Once we know our capacity we can attract a private sector partner to develop and operate the facility.

## Public/Private Partnership

- ▶ The facility will be a partnership between the public and private sectors
- ▶ Advantages of such partnership include:
  - ▶ Cost savings
    - ▶ As municipal co-owners of the facility the participating municipalities would qualify for lower borrowing costs (ACFA) and grants.
    - ▶ No need to purchase a parcel for development as Town-owned land can be used.
    - ▶ The private sector labor costs will likely be lower than the Town's, and
    - ▶ The private sector operator's experience could lead to lower operating costs.
  - ▶ Long-term control over infrastructure
    - ▶ The municipal owner will have flexibility if the initial private partnership does not work out.
  - ▶ Operating experience
    - ▶ The private partner operator will have experience operating a MRF that municipalities simply do not have.
  - ▶ Private Sector Competition
    - ▶ Numerous private sector businesses will be interested in bidding on the MRF contract,
    - ▶ Competition will continue as operation contracts expire.

## Regional Facility

- ▶ Based the City of Lethbridge's recent feasibility study, a regional facility would need to handle 10 tonnes/hour to be economically viable.
  - ▶ As use of the facility increases a second operational period can be added to increase capacity beyond 10 tonnes/hour.
- ▶ Lethbridge projected using a regional facility with intake from communities within a 150km radius would bring in 5 tonnes/hour to begin, increasing to 12 tonnes/hour over a 14 year period.
  - ▶ Because of Taber's strategic location, a 150km radius would also encompass the City of Medicine Hat and the City of Brooks, potentially increasing the facilities intake from the start.
  - ▶ The radius could be stretched to encompass the Crowsnest Pass as well, further increasing material intake.
- ▶ Providing a regional facility, more centrally located, will cut down on the transportation of recycled goods to MRF facilities, and more importantly, reduce CO2 emissions.

City of Lethbridge Projected Tonnage Processed at a City-Only and Regional MRF

Year	Tonnes/Year		Tonnes/Hour	
	City-only MRF	Regional MRF	City-only MRF	Regional MRF
2018	10,181	10,272	5	5
2019	10,344	11,287	5	6
2020	11,137	14,110	6	7
2021	13,113	16,131	7	8
2022	13,310	18,351	7	9
2023	13,887	19,004	7	10
2024	14,095	19,289	7	10
2025	14,293	19,559	7	10
2026	14,493	19,833	7	10
2027	15,096	20,510	8	11
2028	15,307	20,798	8	11
2029	16,426	21,993	8	11
2030	16,656	22,301	9	11
2031	16,889	22,613	9	12
2032	17,125	22,930	9	12

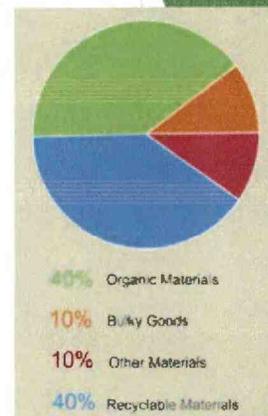
Note: tonnes/hour is based on 260 days per year and 7.5 operating hours per day (5 days per week and 1 shift per day).

Kessler Consulting Inc. (2015). *Materials Recovery Facility Feasibility Study*. City of Lethbridge.

## Taber's Context and Vision

- ▶ Because Taber does not have a landfill, waste must be transported to neighboring facilities.
  - ▶ Reducing what is sent to landfills will save our municipality approximately \$200,000/year in transportation costs and tipping fees.
  - ▶ A regional southern Alberta MRF will reduce greenhouse gas emissions as Calgary has the next closest large MRF facility.
- ▶ Taber is implementing three waste streams to reduce what goes to the landfill:
  - ▶ Garbage,
  - ▶ Recyclables (starting May 1, 2016), and
  - ▶ Organics (starting May 1, 2016).
- ▶ Locating a MRF in southern Alberta is likely a good economic choice for your municipality and a great choice for the environment!

Typical Content of Residential Waste in Canada



Environment Canada. (2013, March). *Municipal Solid Waste Organics Processing*. Government of Canada. Retrieved from [http://www.compost.org/English/PDF/Technical\\_Document\\_MSW\\_Organics\\_Processing\\_2013.pdf](http://www.compost.org/English/PDF/Technical_Document_MSW_Organics_Processing_2013.pdf)

## Questions & Discussion

Thank you for your time!

# 2016 MINISTER'S SENIORS SERVICE AWARDS

---

**Recognize the people  
who make a positive  
difference in the lives  
of Alberta's seniors.**

**Nomination Deadline:  
March 31, 2016**

[www.seniors.alberta.ca](http://www.seniors.alberta.ca)



# 2016 Minister's Seniors Service Awards

## Message from the Honourable Lori Sigurdson

### Minister of Seniors and Housing

I am delighted to welcome nominations for the 2016 Minister's Seniors Service Awards.

Each year, these awards recognize individuals of all ages and organizations that volunteer to support seniors. There are many people and groups who volunteer their time and energy to support seniors in so many ways. Ensuring a senior makes it to an appointment, offering a computer tutorial or just taking the time for a nice chat over a cup of tea on a cold winter's afternoon are a few examples of ways Albertans support seniors. I am grateful and pleased to recognize their significant contributions.

For more information about the Minister's Seniors Service Awards, visit

<http://www.seniors.alberta.ca/seniors/service-awards.html>

Please take the time to nominate a person or a group. We want to recognize even more nominees this year. Thank you to all volunteers who help seniors. You make a difference in many lives.

### Lori Sigurdson

Minister, Seniors and Housing  
MLA, Edmonton-Riverview

## General Information:

The Minister's Seniors Service Awards recognize individuals and organizations who volunteer to help seniors in Alberta.

This form consists of two parts, one for nominating an individual and the other for an Alberta organization. Please complete the appropriate form, tear it off and provide it along with the rest of your nomination package (letters, summary of volunteer activities and other materials).

Please note the following:

- Only one nomination is required per nominee.
- The nominee **must** sign the nomination form. Without consent, the nominee cannot be considered for this award.
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and Housing and will not be returned.
- All supporting documents should be provided in English or provide an English translation.
- Only the materials provided with the nomination will be used to evaluate the nominee's volunteer service.
- Only volunteer activities related to seniors will be considered for the award.

# Individual Nomination

## Criteria

The nominee must be an Alberta resident of any age who provides volunteer services directly to seniors in Alberta.

*Note: Couples may be nominated in the individual category. Please ensure that both persons have signed the nomination form and provide both addresses if the nominees reside separately.*

## Summary of Volunteer Activities

Providing a summary of volunteer activities is a good way to capture all the volunteer work that the nominee does with seniors. Please include:

- Location where the individual volunteers (i.e. name of the organization, committee, project etc.).
- The type of volunteer work the individual does (i.e. organizer, bingo caller, committee member).
- Dates of volunteer service.
- The number of volunteer hours provided in that role (can be given weekly, monthly or yearly).
- Who benefited from the service provided (i.e. seniors, the community, dementia patients).

- The number of seniors served through the volunteer service (if applicable).
- Additional information or details. This is the place to add descriptions of the work provided and any other relevant information.

Consider providing this information in a table format, like the one below as an example.

## Letters of Support / Testimonials

*(2 to 5 letters are recommended)*

Letters of support or testimonials are the best way to demonstrate the impact of the volunteer's work with seniors. These letters should:

- Be written by those benefiting directly from the service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service.
- Provide details of the service the volunteer provides.
- Include, if possible, how often the volunteer provides this service (if not already included in a summary of volunteer activities).
- Outline how seniors benefit from the service provided.

### SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Dates of Volunteer Service	Volunteer service provided	Where	Service provided to	Number of seniors served	No. of volunteer hours	Additional information/details
Jan 2014 - present	Bingo caller	Seniors Center	Members at center	30	3 hours/week. Total of 468 hours since 2014	

*Note: Nominees can provide a summary of volunteer activities as part of the nomination.*

# 2016 Minister's Seniors Service Awards

## Individual Nomination Form

Salutation:  Mr.  Ms.  Mrs. Other \_\_\_\_\_ Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Alberta Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If I am selected for an award, I hereby freely consent to the disclosure, as the Ministry deems appropriate, of my name, phone number, and any information provided as part of this nomination package, to interested parties including the media for interviews, stories and follow up.*

*I hereby give permission to the **Government of Alberta** to use my material (photograph, video, name or quotation) without any compensation to me. I understand this material will be used in communication and materials about **Government of Alberta** programs and services and they will be distributed to the public through a variety of means, including printed and electronic communications. All government communications where this material will appear shall constitute the property of the **Government of Alberta**, solely and completely.*

*I understand that the material may be used by or licensed to other public bodies and private companies for use in materials in promoting the province of Alberta.*

*I waive all moral rights, claims, and objections arising from the use of this material, worldwide and in perpetuity, in favour of the Government of Alberta, its agents, employees, and contractors.*

*If I have questions regarding my consent or the use of my information, I can contact Communications with Alberta Seniors and Housing by phone at, 780-644-5678, or by mail at 44 Capital Blvd, Third Floor, Edmonton, AB T5J 3S7.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Nominator Information

*(The person who would be the best contact to reach for questions about the nominee or the nomination package.)*

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Alberta Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Nomination Deadline: March 31, 2016**

# Organization Nomination

## Criteria

An Alberta organization which:

- Is not for profit, and
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a signed nomination form.

## Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established.
- Organization purpose or mission statement.
- Number of staff.
- Number of volunteers.
- How volunteers within the organization are used to assist/benefit seniors.
- The number of seniors that benefit from the services the organization provides.
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided.
- Special initiatives or projects, including a description.

*Note: The summary can be provided by a member of the organization including the Director or President.*

## Letters of Support/Testimonials

*(2 to 5 letters are recommended)*

Letters of support or testimonials are the best way to demonstrate the impact of the organization's service with seniors.

**Letters of support** should be written by someone with detailed knowledge of the organization's programs and services. Letters of support can include information outlined in the organization summary.

**Testimonials** should be written by those benefiting directly from the service provided by the nominated organization.

# 2016 Minister's Seniors Service Awards

## Organization Nomination Form

Organization: \_\_\_\_\_

Salutation:  Mr.  Ms.  Mrs. Other \_\_\_\_\_

Representative Name: \_\_\_\_\_ Representative Title: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Alberta Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If I am selected for an award, I hereby freely consent to the disclosure, as the Ministry deems appropriate, of my name, phone number, and any information provided as part of this nomination package, to interested parties including the media for interviews, stories and follow up.*

*I hereby give permission to the **Government of Alberta** to use my material (photograph, video, name or quotation) without any compensation to me. I understand this material will be used in communication and materials about **Government of Alberta** programs and services and they will be distributed to the public through a variety of means, including printed and electronic communications. All government communications where this material will appear shall constitute the property of the **Government of Alberta**, solely and completely.*

*I understand that the material may be used by or licensed to other public bodies and private companies for use in materials in promoting the province of Alberta.*

*I waive all moral rights, claims, and objections arising from the use of this material, worldwide and in perpetuity, in favour of the Government of Alberta, its agents, employees, and contractors.*

*If I have questions regarding my consent or the use of my information, I can contact Communications with Alberta Seniors and Housing by phone at, 780-644-5678, or by mail at 44 Capital Blvd, Third Floor, Edmonton, AB T5J 3S7.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Nominator Information

*(The person who would be the best contact to reach for questions about the nominee or the nomination package.)*

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Alberta Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Nomination Deadline: March 31, 2016**

## Evaluation of Nominations

A Nomination Review Committee, appointed by the Minister of Seniors and Housing, will review the submissions using a list of considerations and qualities. Nominees do not need to satisfy all the considerations to be eligible for an award; instead

they are used to guide the Committee to identify individuals and organizations that demonstrate exceptional volunteer service. A successful nomination will highlight the following considerations as much as possible.

EVALUATION CONSIDERATIONS	
<b>NEED</b>	There is a need for the volunteer service provided within the community.
<b>IMPACT</b>	The volunteer service provided affects seniors directly and improves the quality of their lives.
<b>FOCUS</b>	Volunteer work involves a specialized skill, talent or expertise.
<b>DIVERSITY</b>	The nomination demonstrates a wide variety of volunteer activities.
<b>LEADERSHIP</b>	The nominee demonstrates leadership through planning, organizing or initiating a new project or program for the benefit of seniors.
<b>ORIGINALITY</b>	The volunteer service provided is unique and demonstrates thoughtfulness of senior's needs.
<b>VOLUNTEER TIME</b>	<b>Individuals:</b> The number of volunteer hours is noteworthy. <b>Organization:</b> Number of programs/services/events that involve volunteers.

## Selection of Recipients

The Nomination Review Committee will recommend a list of award recipients to the Minister of Seniors and Housing. The Minister will select the award recipients.

Information about nominees and recipients will be released to the media and posted on [www.seniors.alberta.ca](http://www.seniors.alberta.ca).

Nominees will be invited to attend community recognition celebrations during Seniors' Week 2016 (June 6-12).

Award recipients will be notified in Summer 2016 and honoured at a special event in the Fall.

# 2016 Minister's Seniors Service Awards

## Checklist

Please ensure that your nomination package is complete. Confirm the following:

- The nomination demonstrates how the nominee provides volunteer service for the benefit of seniors.
- The nomination form:
  - Is legible in English, or has English translation provided
  - Provides the name and address of nominee.
  - The nominee has signed the nomination form to indicate their consent to be nominated.
  - Includes contact information for nominator or organization representative.
- Includes a summary of volunteer activities (individual) or summary of key information (organization).
- Includes letters of support / testimonials (two to five is advisable).

## Submissions

Forward complete nomination packages to:

### By mail:

Minister's Seniors Service Awards  
Alberta Seniors and Housing  
Box 3100  
Edmonton, Alberta T5J 4W3

### By courier service:

Minister's Seniors Service Awards  
Alberta Seniors and Housing  
6th Floor Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7

## Questions?

Email your questions to  
[seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca)

## Deadline

To be considered, a complete nomination package must be received by **March 31, 2016**.

The Pinehu Creek District Citizens on Patrol group would like to thank the Mayor of Pinehu, as well as the town of Pinehu Creek, for the \$2000 given to us for the joint funding grant. We appreciate your support over the years which helps immensely in keeping our group going.

Again thank you so much,  
Robyn Bowen  
President

F2b

For  
EVERYTHING  
you do!

Pinehu Creek District  
Citizens on Patrol



RECEIVED

MAR - 8 2016

M.D. OF PINCHER CREEK



.....  
A NOTE OF THANKS  
.....

Council  
Corresp - For Info

F2c

Heritage Acres Farm Museum  
Box 2496  
Pincher Creek, Ab.  
T0K 1W0  
March 11, 2016

RECEIVED  
MAR 15 2016  
M.D. OF PINCHER CREEK

M.D. of Pincher Creek  
Pincher Creek , Alberta  
T0K 1W0

Reeve and Council Members:

The Heritage Acres Farm Museum would like to thank you for the funding you have provided us with for the year 2016. We are very aware that things are tight financially.

It is due to your help over the years that Heritage Acres has grown to become an official farm museum of Southern Alberta.

Our attendance keeps growing and we are continually enabled to tell our story of agriculture in Southern Alberta as it developed from the early 1900's through the 1960's. Our visitors range from local people to people from all over the world.

We would welcome you to come and attend our annual show which will be held at the Farm Museum the weekend of ~~August 6<sup>th</sup>~~, 2016.  
JULY 29-31

Once again, thank you so much for the funding.



Ken Lewis  
President, Heritage Acres Farm Museum

Recycle Committee Meeting Minutes  
Monday, March 14, 2016  
MD of Pincher Creek Administration Building

In Attendance

**Town of Pincher Creek**

Councillor: Lorne Jackson

Staff: Danielle Johnston

**Village of Cowley**

Mayor: Garry Hackler

**Municipal District of Pincher Creek #9**

Councillor: Fred Schoening

Staff: Director of Finance and Administration Mat Bonertz and Executive Assistant Tara Cryderman

**Contractors**

Ken and Joanne Cameron

Weston Whitfield

Kamron Jones

Call to Order

Chairperson Lorne Jackson called the meeting to order at 2:00 pm.

1. Agenda

Councillor Fred Schoening moved to accept the agenda as presented.

Carried

2. Minutes of Last Meeting – November 26, 2014

Mayor Garry Hackler moved to accept the minutes of November 26, 2014 as presented.

Carried

3. Financial Report

Councillor Fred Schoening moved to receive the financial report as information.

Carried

4. Partners Report

a. Village of Cowley

Mayor Garry Hackler reported that everything within the Village of Cowley seems to be running smoothly.

The smaller items are now being put into Mega Bags, which helps the staff at the depot.

b. Town of Pincher Creek

Appreciates the work the Depot does for the town.

The issue of garbage blowing and being collected on the fence of the business across the street from the depot was brought forward. Staff, at the depot, does try to collect the garbage from the fence as often as they can.

The new recycling facility at the Landfill was explained and discussed. The intention of the Landfill is to bring all recycling into town.

The sorting of the plastics was mentioned.

c. MD of Pincher Creek

Plastics were mentioned but will be discussed during the Contractor's Report.

Councillor Fred Schoening moved to accept the partner's reports as presented.

Carried

5. Contractor's Report

Baling and selling of plastics was mentioned.

The collection of plastic bags was discussed. There currently is no market for these bags. The depot has expensed wages and wire to bale almost 60 bales of plastic bags.

The recycling numbers seem to be consistent with last year's numbers.

The Bottle and Recycling Depot has been sold, as of April 1, 2016, to Weston Whitfield and Kamron Jones, pending conditions of the sale.

The contract with KJ Cameron Services Industries expires at the end of this year. It is hoped, by the Cameron's that this contract will be honoured with the new owners until the end of the contract (December 31, 2016), and then a new contract could be entered into with the new owners. The actual company, KJ Cameron Services Industries, has been sold to the new owners and as the agreement is with KJ Cameron Service Industries there is no need for a new contract right now.

The current contract is with KJ Cameron. As the name of the company is not changing; there shouldn't need to be a new contract.

However, each individual Council will need to be aware of this change. It will be on the next Council agenda.

Kamron Jones introduced himself, and provided a history of his qualifications.

Weston Whitfield introduced himself, and provided a history of his qualifications.

Recycling Committee Meeting Minutes

March 14, 2016

Page 3 of 3

The partnership between the Recycling Committee and the Depot has been explained to the new owners, by the Cameron's, with their understanding.

The recycling of glass was mentioned.

Plastic bags and Styrofoam were discussed.

The recycling of plastic lick tubs was mentioned. These tubs will be brought into the depot to see if they can be recycled. If they are not recyclable, it was suggested that this committee lobby the producers to change the formula of the plastic and/or change the packaging of the product.

The recycling of plastics in general was discussed. The recyclable plastics are #1, #2 and #5. Depots will only take these plastics.

The issue of taking the baled plastic bags was discussed. Tipping fees were discussed. The tipping fees will be covered by the Recycling Committee reserves.

Councillor Lorne Jackson moved to accept the contractor's report as presented.

6. New Business

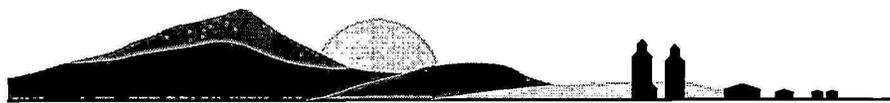
There was no new business added to the agenda.

7. Next Meeting Date – November 7, 2016

8. Adjournment

Mayor Garry Hackler moved to adjourn the meeting at 3:02 pm.

Carried



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES – 3 (2015)**

**ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING**

**Thursday, December 3, 2015 – 7:00 p.m.**

**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) .....	Village of Arrowwood	Brad Koch (absent) .....	Village of Lomond
Jane Jensen (absent) .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra .....	Village of Barons	David Hawco .....	Town of Milk River
Tom Rose .....	Town of Bassano	Rafael Zea (absent) .....	Village of Milo
Fred Rattai .....	City of Brooks	Christophe Labrune (absent) .....	Town of Nanton
Jim Bester .....	Cardston County	Clarence Amulung .....	County of Newell
Dennis Barnes .....	Town of Cardston	Pete Pelley .....	Village of Nobleford
Cecil Sabourin .....	Village of Carmangay	Henry de Kok .....	Town of Picture Butte
Jamie Smith (absent) .....	Village of Champion	Fred Schoening .....	M.D. of Pincher Creek
Betty Fieguth (absent) .....	Town of Claresholm	Don Anderberg .....	Town Pincher Creek
Bill Chapman (absent) .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Sheldon Watson .....	Town of Coalhurst	Clark Holt - alternate .....	Town of Raymond
Ken Galts .....	Village of Coutts	Barry Johnson .....	Town of Stavely
Garry Hackler (absent) .....	Village of Cowley	Ben Nilsson .....	Village of Stirling
Bill Kovach .....	Mun. of Crowsnest Pass	Ben Elfring .....	M.D. of Taber
Dave Filipuzzi .....	Mun. of Crowsnest Pass	Margaret Plumtree (absent) .....	Town of Vauxhall
Gordon Wolstenholme .....	Town of Fort Macleod	Rod Ruark (absent) .....	Vulcan County
Darrell Edwards (absent) .....	Village of Glenwood	Rick Howard .....	Town of Vulcan
John Connor .....	Town of Granum	David Cody .....	County of Warner
Monte Christensen (absent) .....	Village of Hill Spring	Ian Glendinning .....	Village of Warner
Henry Doeve (absent) .....	County of Lethbridge	Henry Van Hierden .....	M.D. Willow Creek

**STAFF:**

Lenze Kuiper .....	Director	Cam Klassen .....	Assistant Planner
Mike Burla .....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Steve Harty .....	Senior Planner	Kaylee Kinniburgh .....	CAD/GIS Technologist
Diane Horvath .....	Planner	Barb Johnson .....	Executive Secretary
Gavin Scott .....	Planner		

**AGENDA:**

1. **Approval of Agenda – December 3, 2015** .....
2. **Approval of Minutes – June 4, 2015**..... (attachment)

3. **Business Arising from the Minutes**.....
4. **Recognition of Members and Alternate Members for 2015/2016** ..... (attachment)
5. **Appointment of Officers and Executive Committee for 2015/2016** ..... (attachment)
  - (a) Election of Chair .....
  - (b) Election of Vice-Chair .....
  - (c) Election of Executive Committee.....
  - (d) Destruction of Ballots.....
6. **Staff Presentation – 2015 Success Stories**
7. **Reports**
  - (a) Executive Committee Report..... (attachment)
  - (b) GIS Report and Newsletter ..... (attachment)
8. **Business**
  - (a) Proposed 2016 Budget..... (attachment)
  - (b) South Saskatchewan Regional Plan Update ..... (attachment)
  - (c) Proposed Subdivision Fee Increase.....
  - (d) 2016 Assessment Review Board Training Courses..... (attachment)
  - (e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous .....
9. **Accounts**
  - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2015..... (attachment)
10. **Adjournment – March 3, 2016**.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

Moved by: David Hawco

THAT the Board of Directors approve the agenda of December 3, 2015, as amended:

ADD: 8(e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous

**CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: Fred Rattai

THAT the Board of Directors approves the minutes of June 4, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2015/2016

Municipality	Member (*4 new)	Alternate Member (*6 new)
Arrowwood – Village	Bill Graff	—
Barnwell – Village	Jane Jensen	* Darrell Turner
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	—
Brooks – City	Fred Rattai	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	* <b>Dennis Barnes</b>	Bill Peavoy
Carmangay – Village	Cecil Sabourin	—
Champion – Village	Jamie Smith	Trevor Wagenvoort
Clareholm – Town	Betty Fieguth	—
Coaldale – Town	Bill Chapman	—
Coalhurst – Town	Sheldon Watson	—
Coutts – Village	Ken Galts	Tom Butler
Cowley - Village	Garry Hackler	Warren Mickels
Crowsnest Pass – Municipality	Bill Kovach Dave Filipuzzi	—
Fort Macleod – Town	Gordon Wolstenholme	Trish Hoskin
Glenwood – Village	Darrell Edwards	* Benjamin Goetz
Granum – Town	John Connor	* Barin Beresford
Hill Spring – Village	Monte Christensen	—
Lethbridge – County	Henry Doeve	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	Brian Oliver
Milk River – Town	David Hawco	—
Milo – Village	Refeal Zea	Scott Schroeder
Nanton – Town	Christophe Labrune	Rick Everett
Newell – County	* <b>Clarence Amulung</b>	* Gordon Simpson
Nobleford – Village	Pete Pelley	Don Vincent
Picture Butte – Town	* <b>Henry de Kok</b>	* Teresa Feist
Pincher Creek – M.D. No. 9	* <b>Fred Schoening</b>	* Quentin Stevick
Pincher Creek – Town	Don Anderberg	Lorne Jackson
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Clark Holt
Stavelly – Town	Barry Johnson	Janice Binmore
Stirling – Village	Ben Nilsson	Michael Maynes
Taber – Municipal District	Ben Elfring	—
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Rod Ruark	—
Vulcan – Town	Rick Howard	Paul Taylor

Warner – County No. 5	David Cody	Don Heggie
Warner – Village	Ian Glendinning	Colette Glynn
Willow Creek – M.D. No. 26	Henry Van Hierden	* Maryanne Sandberg

**5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2015/2016**

- Director Lenze Kuiper briefly reviewed the ORRSC Mission Statement, election procedure and Executive Committee duties. A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

**(a) Election of Chair**

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

**Moved by: Don Anderberg**

THAT nominations cease.

**CARRIED**

**Gordon Wolstenholme** was elected Chair by acclamation.

**(b) Election of Vice-Chair**

Advance Nominations: Henry Van Hierden (M.D. of Willow Creek)

Nominations from the floor: None

**Moved by: Tom Rose**

THAT nominations cease.

**CARRIED**

**Henry Van Hierden** was elected Vice-Chair by acclamation.

**(c) Election of Executive Committee**

Advance Nominations: Don Anderberg (Town of Pincher Creek)  
Jim Bester (Cardston County)  
Bill Chapman (Town of Coaldale)  
Tom Rose (Town of Bassano)

Nominations from the floor: Barry Johnson (Town of Stavely)  
– nominated by Henry Van Hierden

**Moved by: Henry Van Hierden**

THAT nominations cease.

**CARRIED**

**Don Anderberg, Jim Bester, Bill Chapman, Tom Rose and Barry Johnson** were elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 3, 2015 to December 1, 2016:

Gordon Wolstenholme – Chair  
Henry Van Hierden – Vice-Chair  
Don Anderberg  
Jim Bester  
Bill Chapman  
Tom Rose  
Barry Johnson

(d) **Destruction of Ballots** – None (all elected by acclamation)

**6. STAFF PRESENTATION – 2015 SUCCESS STORIES**

*Senior Planner Steve Harty, Planner Gavin Scott, and Assistant Planner Cam Klassen outlined some of the work initiatives and projects undertaken by ORRSC on behalf of member municipalities in 2015:*

**NEW LAND USE BYLAWS**

**ADOPTED:**

- *Town of Fort Macleod*
- *Town of Picture Butte*
- *Town of Vulcan*
- *Village of Arrowwood*

**DRAFTS COMPLETED:**

- *Town of Cardston*
- *Village of Champion*

**STATUTORY PLANS**

- *Town of Bassano & County of Newell Intermunicipal Development Plan*
- *Town of Cardston Municipal Development Plan*
- *Town of Fort Macleod Municipal Development Plan*

**RESEARCH & POLICY DEVELOPMENT**

- *Wetlands and riparian areas*
- *Secondary suites / Safety Code conformity*
- *Storm water management/drainage*
- *Medical marihuana facilities*
- *Special Events Bylaws and land use*
- *AER process – regulating well setbacks for subdivision and development*
- *Agricultural reservoirs*
- *Resource extraction / Gravel pit operations*
- *Composting / Organic material facilities*

### **DAY-TO-DAY SERVICE / PLANNING**

- *Subdivision and Development Appeal Board Hearings – secretarial/board assistance service (assisted with 44 appeal board hearings – a yearly record for ORRSC)*
- *Representation/presentation at Municipal Government Board (MGB) hearings*
- *Representation/presentation at NRCB hearings (for confined feeding operations)*
- *Assessment Review Board hearings (14 complaints)*
- *Approximately 198 subdivision applications processed to date*
- *Development Officer assistance*

### **SPECIAL PLANNING STUDIES/PROJECTS**

- *Municipal District of Taber – Municipal Airport Plan*
- *Town of Picture Butte – CPR Railway Lands Concept Plan*
- *Municipal District of Pincher Creek – Hamlet of Beaver Mines Trail Study*
- *Rural Multi-Jurisdictional Intermunicipal Development Plan Project (8 rural municipalities creating 11 Intermunicipal Development Plans)*

### **WHAT TO LOOK FORWARD TO IN 2016...**

- *SDAB Training Session/Workshop – tentatively planned*
- *Wetland/riparian land seminar – March 3, 2016*
- *AER consultations with ORRSC & municipalities*
- *MGA amendments (review for members) – Spring 2016*
- *MGB Assessment Review Board Training – March, April and May at ORRSC*
- *...additional municipal planning projects*

## **7. REPORTS**

### **(a) Executive Committee Report**

**Moved by: John Connor**

THAT the Board of Directors receive the Executive Committee Report for the meetings of July 9, September 10, October 8 and November 12, 2015, as information. **CARRIED**

### **(b) GIS Report and Newsletter**

- ORRSC is constantly evolving the GIS to make it more useful in-house for planners as well as participating municipalities. New features/layers added this past year include:
  - Historical Assessment Records
  - Economic Development Site Selector Tool

Development Permit Reports & Tracking will be implemented in 2016.

**Moved by: David Hawco**

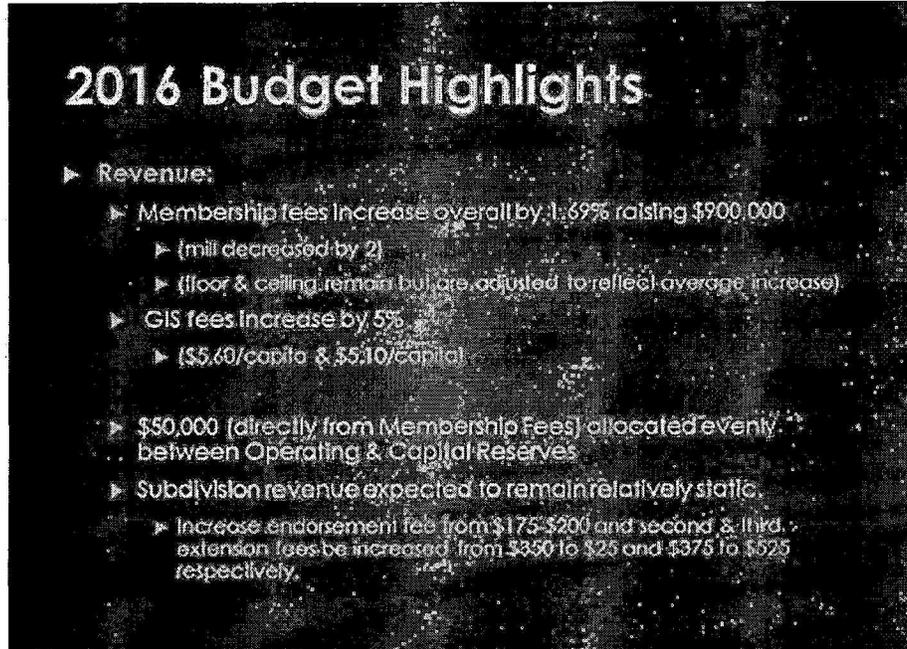
THAT the Board of Directors receive the GIS Newsletter, as information.

**CARRIED**

## 8. BUSINESS

### (a) Proposed 2016 Budget

- The Proposed 2016 Budget was reviewed with the following highlights:



**2016 Budget Highlights**

- ▶ Revenue:
  - ▶ Membership fees increase overall by 1.69% raising \$900,000
    - ▶ (mill decreased by 2)
    - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
  - ▶ GIS fees increase by 5%
    - ▶ (\$5.60/capita & \$5.10/capita)
  - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves
  - ▶ Subdivision revenue expected to remain relatively static.
    - ▶ Increase endorsement fee from \$175-\$200 and second & third extension fees be increased from \$350 to \$25 and \$375 to \$525 respectively.



**2016 Budget Highlights**

- ▶ Staff Salaries subject to 2.0% economic adjustment
  - ▶ (corresponding increase to Staff Benefits)
- ▶ All other expenses held
- ▶ Planned purchase of a 3<sup>rd</sup> fleet vehicle in January

Moved by: Fred Rattai

THAT the Board of Directors approve the 2016 Budget as presented, as recommended by the Executive Committee.

**CARRIED**

Request for Annual Funding Support from the Province

- A lobby is currently underway by five Service Agencies/Commissions to obtain funding from the Alberta Community Partnership Program. The Capital Region Board and the Calgary Regional Partnership along with the nine cities receive significant funding each year for planning services.
- The first round of requests were denied because we don't have Regional Growth Management Boards in place. The second round will focus on our regional collaboration efforts and directly involve our membership.

**(b) South Saskatchewan Regional Plan Update**

- We are currently formulating a strategy to ensure all of our members will be compliant in the allotted timeframe. This will include:
  - a full review of the SSRP,
  - a thorough inventory and review of all your statutory plans and your Land Use Bylaw,
  - a template to compare SSRP policy with Municipal Policy,
  - development of new policy or amendment of current policy to comply with the SSRP.
- Handling reporting requirements and submitting compliance declarations will be the responsibility of each municipality. Because of the substantial work involved, this will be a fee-for-service exercise.

**(c) Proposed Subdivision Fee Increase**

- Following a review of the current subdivision fees, the Executive Committee recommended a small increase to the per lot endorsement fee as well as the second and third extension fees, effective January 1, 2016.

**Moved by: Ed Weistra**

THAT the Board of Directors approve the following Subdivision Fee increases effective January 1, 2016, as recommended by the Executive Committee:

Endorsement Fee	– from \$175 to \$200 per lot
Second Extension Fee	– from \$350 to \$425
Third Extension Fee	– from \$375 to \$525

**CARRIED**

**(d) 2016 Assessment Review Board Training Courses**

- Assessment Appeal Board certification will be held in the ORRSC Conference Room on the following dates. There is no cost to register and the courses will run from 8:30 am - 4:00 pm for all dates listed:
  - New Board Member – March 7-10, 2016
  - Member Refresher – April 11-12, 2016

**(e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous**

- A letter was sent to the Minister of Municipal Affairs seeking approval to provide GIS services outside ORRSC boundaries under the provisions of the Municipal Government Act, section 602.11(b). His office requires a Board resolution authorizing ORRSC to provide GIS services to the Summer Villages of Ghost Lake and Waiparous before they will consider this request. Therefore the following resolution was passed:

**Moved by: Tom Rose**

THAT the Board of Directors authorize the Oldman River Regional Services Commission to provide GIS services to the Summer Villages of Ghost Lake and Waiparous, subject to Ministerial approval. **CARRIED**

**9. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2015**

**Moved by: Ed Weistra**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2015, as information. **CARRIED**

**10. ADJOURNMENT**

**Moved by: David Hawco**

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, March 3, 2016 at 7:00 p.m. **CARRIED**

/bj

CHAIR:

  
\_\_\_\_\_

## *Alberta SouthWest Bulletin March 2016*

### Regional Economic Development Alliance (REDA) Update

#### ***Becoming Albertan* video clips**

Summer 2015 saw completion of a project that filmed local attractions as seen through the eyes of newcomers to southern Alberta. SouthGrow and Alberta SW assisted in helping the film crew make some local contacts. Video clips can be viewed at <http://becomingalbertan.com/activities>

#### **Broadband conversation continues at the provincial level ...**

❖ REDA Managers and staff of Entrepreneurship and Regional Development Branch met for a planning and information-sharing day on February 25 in Edmonton. The Department is developing a *Broadband Preparedness* tool and is offering matching funding to support new initiatives.

❖ AlbertaSW and SouthGrow Boards met jointly on March 2, 2016 to share information and brainstorm possibilities for broadband initiatives. Representatives from AUMA Small Communities Committee were also in attendance; this committee is looking at broadband issues on behalf of that provincial organization.

#### **For your viewing pleasure: Great messages and information!**

There is need to help provide our communities with more information about the importance of high speed connectivity to social and economic development.

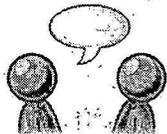
Here is a link to the video that was referenced at the meeting called *Connected Countryside*.

<https://www.intelligentcommunity.org/index.php?src=gendocs&ref=connected-countryside&category=Services>

Such an approach may provide value for officials in all levels of government, as well as citizens.

Also of interest is the story of the two counties in Kentucky. It is a great story for the very rural.

[http://www.bbcmag.com/2016mags/Jan\\_Feb/BBC\\_Jan16\\_GigabitHollers.pdf](http://www.bbcmag.com/2016mags/Jan_Feb/BBC_Jan16_GigabitHollers.pdf)



The next AlbertaSW Broadband Committee meeting is scheduled for **Wednesday March 30, 2016, 2:00pm** and will explore some of these ideas further.

Anyone willing to join this conversation is welcome to attend; please contact Bob for details.

#### **OTHER UPCOMING EVENTS**

##### ❖ **Digital Futures, Medicine Hat**

Tuesday, March 8, 7:00pm to Thursday, March 10, 2016 <https://digitalfuturesandlocaltoglobaleventbrite.ca>

##### ❖ **2016 Economic Developers Alberta (EDA) Conference, Kananaskis**

Wednesday April 6 to Friday April 8, 2016. Registration and information at [www.edaalberta.ca](http://www.edaalberta.ca)

##### ❖ **Montana Governor's Conference on Tourism, Kalispell MT**

Sunday April 10 to Tuesday April 12, 2016 <http://tourism.mt.gov/governorsconference/agenda>

##### ❖ **Crown Roundtable Conference, Fernie BC**

Thursday October 13 to Friday October 14, 2016; mark your calendar!

<http://www.crownroundtable.org/7thconference2016.html>

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