

AGENDA
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
July 10, 2018
9:00 AM

1. Approval of Agenda
2. Closed Meeting
 - a. Public Works Call Logs – FOIP Section 16
3. Highway 3 Sentinel to Pincher Station Update
4. Code of Conduct
 - Discussion of Council's input to Bylaw
5. Coffee with Council Notes
 - Notes of June 19, 2018
6. Round Table Discussion
7. Adjournment

PRELIMINARY

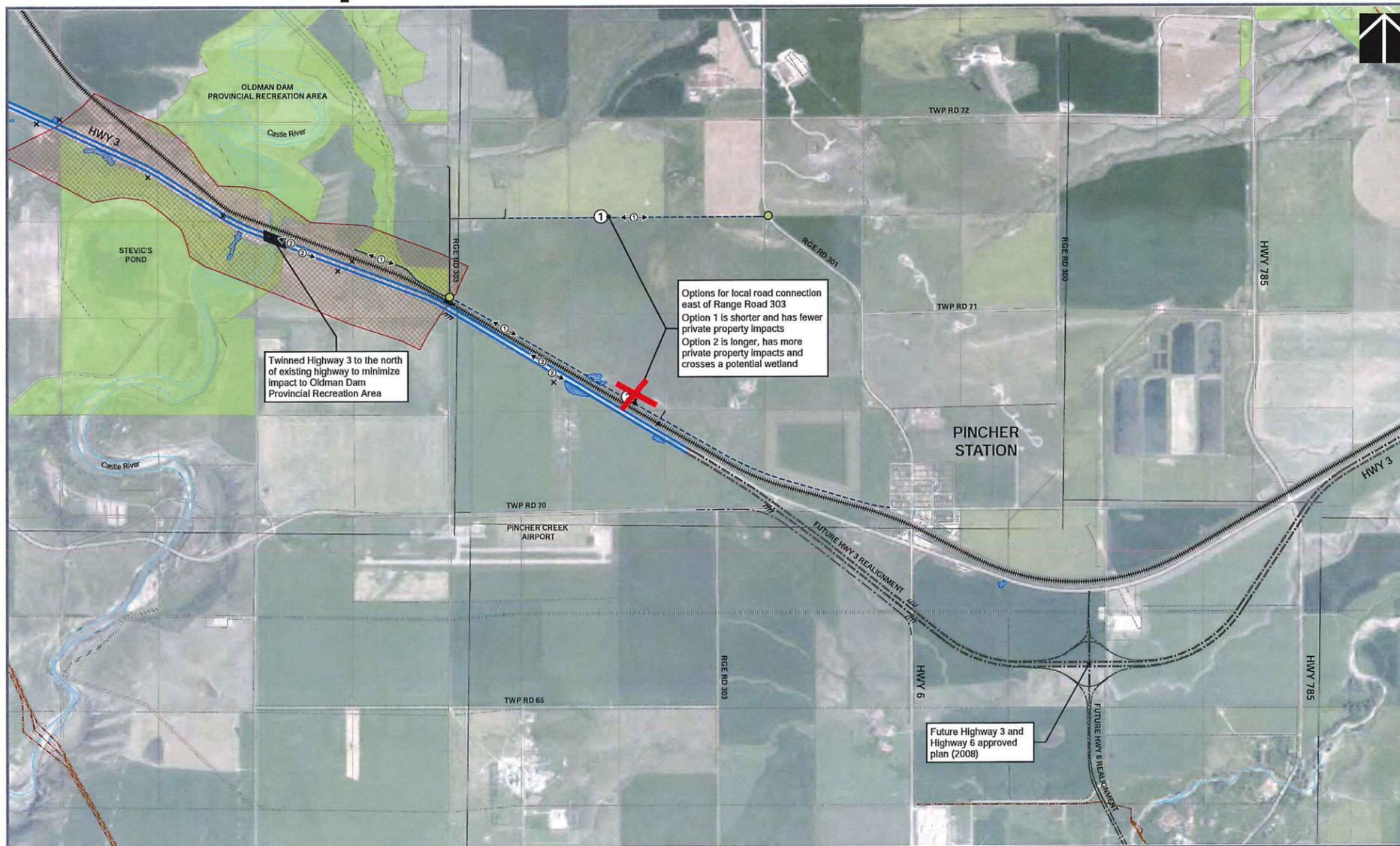
FOR DISCUSSION PURPOSES ONLY
Developed at June 27, 2018 MAE Workshop

Highway 3 Sentinel to Pincher Station Functional Planning Study - Upgrading and Twinning

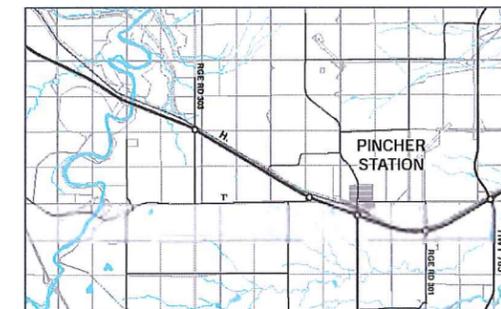
Pincher Station Ultimate Options - PS

MAE - June 27, 2018 Summary:

Local road option1 was selected as the preferred option.



Interim plan:



- Existing or upgraded at (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain
 - Range Road 303
 - Township Road 70
 - Highway 6
 - Range Road 301
 - Highway 785
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Two options for local road connections to Pincher Station

Legend

- Proposed Road
- Proposed Local Road
- Local Road Options
- Existing Road
- Railway
- Proposed Intersection (Stop / Roundabout / Signal)
- Existing Intersection
- Number of Lanes and Direction
- Road Closure
- Access Closure
- Structure / Bridge
- High Pressure Pipeline
- High Potential for Historic Resources
- Wetlands
- Public Recreation Area

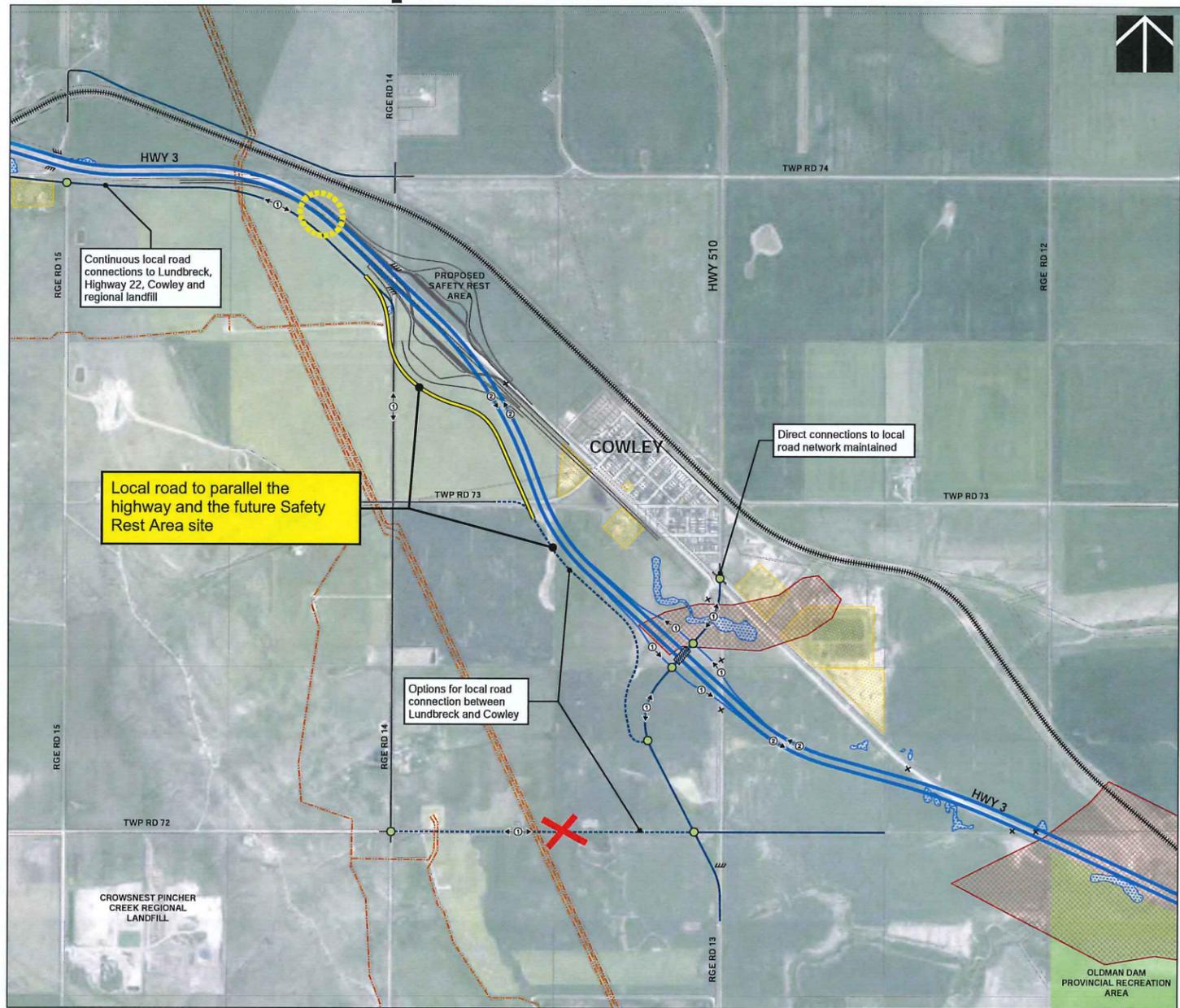
Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

PRELIMINARY
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Cowley Ultimate Options - C1

MAE - June 27, 2018 Summary:
 C1 selected as the preferred interchange option at Cowley.
 Local road connection to Lundbreck will be revised to parallel to Hwy 3 as shown below in yellow.



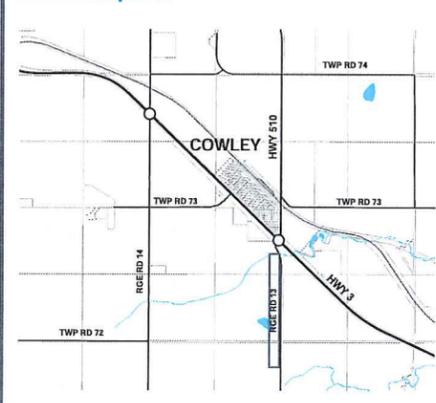
Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
 - All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations
 - Removing direct highway access improves safety for drivers
- Community connectivity and access:**
 - Maintains existing local road connections in Cowley
 - Provides continuous local road connections on the south side of Highway 3 between Highway 22 and Cowley
 - Two options for local road connections available on south side of Highway 3
 - Regional landfill can be accessed via Cowley interchange and local road network
- Fewer direct property impacts:**
 - Fewer private property impacts
 - Extending local road connection along Township Road 72 is within existing road right-of-way and has fewer private property impacts than local road connections directly adjacent to interchange
- Environmental benefits:**
 - Highway 3 and Highway 510 realignment reduces area of roadway crossing through wetland
- Technical advantages:**
 - Avoids areas of potential environmental contamination east of Cowley and south of Highway 3

Known constraints of this ultimate option:

- Environmental constraints:**
 - Interchange and Highway 3 twinning cross areas with potential impact to historic resources
- Technical challenges:**
 - Additional cost due to re-alignment of Highway 3 and Highway 510
 - Some impact to proposed safety rest area due to Highway 3 realignment
 - More direct connection from Cowley interchange to regional landfill not considered feasible due to topography near wind turbines southwest of Cowley

Interim plan



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Range Road 14
 - Highway 510 / Range Road 13
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

This option includes realignment of Highway 3

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Wetlands
Proposed Intersection (Stop / Roundabout / Signal)	Area of Potential Environmental Contamination
Existing Intersection	Public Recreation Area
Number of Lanes and Direction	Tourism Pullout
Road Closure	
Access Closure	

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

PRELIMINARY

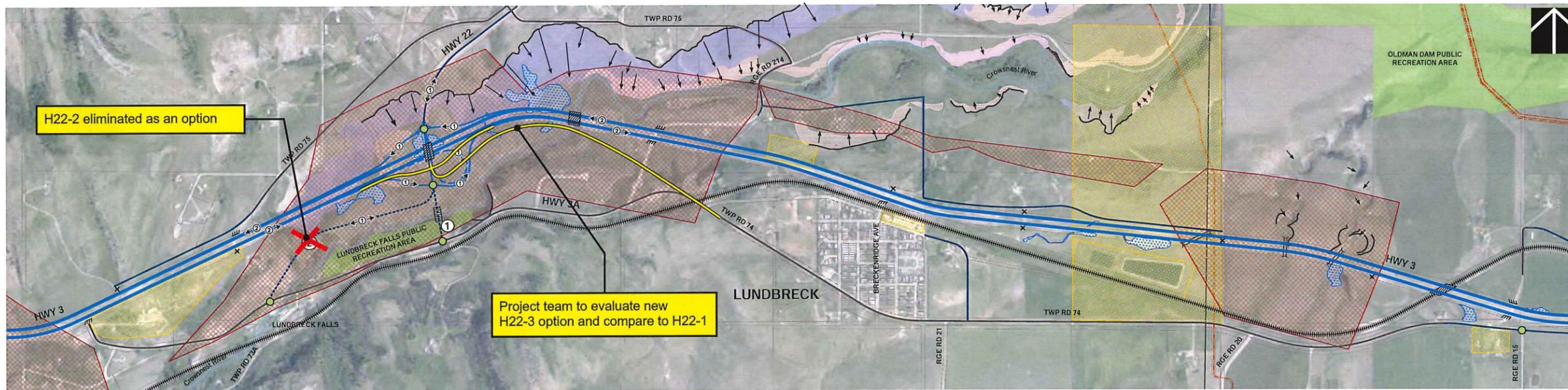
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Highway 3 Sentinel to Pincher Station Functional Planning Study - Upgrading and Twinning

Highway 22 & Lundbreck Ultimate Options - H22

MAE - June 27, 2018 Summary:

Project team to prepare a third option at H22 to compare to H22-1. New option to include a diamond interchange and local connection to TWP 74 parallel to Hwy 3 as shown below in yellow. Project team will circulate design & cost information over email.



Interchange at Lundbreck no longer proposed
Continuous local road connections provided

Legend

	Proposed Road		Structure / Bridge
	Proposed Local Road		Culvert
	Local Road Options		High Potential for Historic Resources
	Existing Road		Wetlands
	Railway		Area of Potential Environmental Contamination
	Proposed Intersection (Stop / Roundabout / Signal)		Public Recreation Area
	Existing Intersection		Rockslide
	Number of Lanes and Direction		Debris Slide
	Road Closure		Rotational Slide
	Access Closure		Landslide Failure Scar
			Landslide Head Scar

Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations. Space is available to construct loop ramp in future if traffic volumes and safety warrant free-flow movement eastbound Highway 3 to northbound Highway 22
- Removing direct highway access improves safety for drivers
- New access to concrete plant in Lundbreck eliminates need for concrete trucks to travel through Lundbreck

Community connectivity and access:

- Provides free-flow right turn southbound Highway 22 to westbound Highway 3
- Provides continuous local road connections between Highway 22 and Cowley on south side of Highway 3
- Local road connections provide alternate or emergency route if Highway 3 is closed
- Local road connections provide access from Highway 22 to residential properties north of Highway 3
- Local road option 1 provides more direct connection and shorter travel time between Highway 22, Highway 3A and Lundbreck

Fewer direct property impacts:

- Local road option 1 has fewer private property impacts

Environmental benefits:

- Local road option 1 connects to Highway 3A further from Lundbreck Falls avoiding impacts to viewing area
- Local road option 2 connects to Highway 3A at viewing area at Lundbreck Falls avoiding impacts to public recreation area

Known constraints of this ultimate option:

Community connectivity and access limitations:

- Interchange at Lundbreck is no longer proposed and local road from Lundbreck to interchanges at Highway 22 and Cowley provided

Direct property impacts:

- Local road option 2 has more private property impacts

Environmental constraints:

- Interchange and Highway 3 twinning cross wetlands within existing highway right-of-way
- Realignment of Highway 22 at Highway 3 is not considered feasible due to slope instability
- Interchange and Highway 3 twinning cross areas with potential impact to historic resources
- Local road option 1 requires new bridge across Crowsnest River which impacts east end of Lundbreck Falls public recreation area
- Local road option 1 may result in noise and aesthetic impacts due to proximity to public recreation area at Lundbreck Falls
- Local road option 2 may result in noise and aesthetic impacts due to proximity to viewing area at Lundbreck Falls

Technical challenges:

- Former CP railway crossing on Township Road 72 needs to be re-opened to connect Lundbreck to interchange
- Highway 3 twinning and local road connections cross areas of potential environmental contamination
- Local road option 1 requires additional cost to construct new bridge over Crowsnest River
- Local road option 2 requires additional cost to construct longer local road connections to Highway 3A
- Local road option 2 will require upgrades to existing concrete arch bridge across Crowsnest River near Lundbreck Falls

Interim plan:



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Highway 3A - West Junction
 - Highway 22
 - Breckenridge Avenue
 - Township Road 74/Range Road 15
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

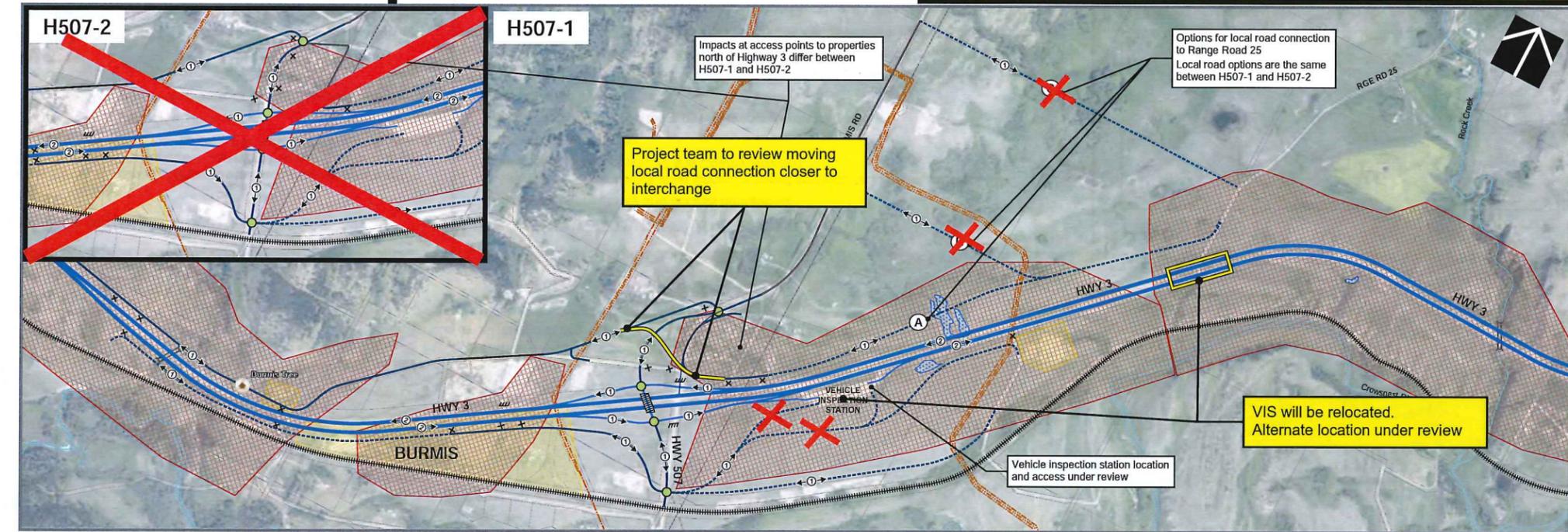
- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

PRELIMINARY
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Highway 3 Sentinel to Pincher Station
 Functional Planning Study - Upgrading and Twinning

Highway 507 Ultimate Options - H507-1

MAE - June 27, 2018 Summary:
 H507-1 was selected as the preferred interchange option with local road option A. The project team will revise the local road connections to N Burmis Rd as shown below in yellow.



Two options provide all-turns access at Highway 507 along different cross road alignments

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Historic Sites
Proposed Intersection (Stop / Roundabout / Signal)	Wetlands
Existing Intersection	Area of Potential Environmental Contamination
Number of Lanes and Direction	
Road Closure	
Access Closure	

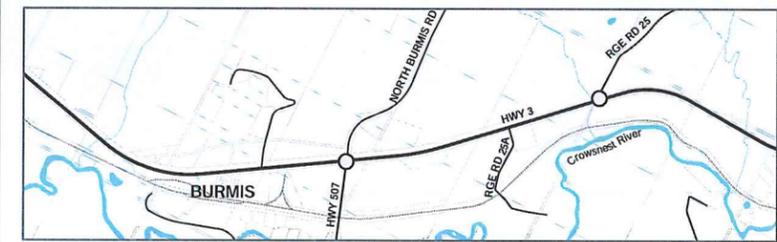
Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
- Both options include all-turns diamond interchange which maximizes capacity, improves traffic flow and is consistent with driver expectations
 - Interchange-only access in both options improves safety for drivers
- Community connectivity and access:**
- Both options provide similar local road connections and include continuous connection between Highway 507, Passburg and Bellevue/Hillcrest interchange
 - Local road connections provide access to Burmis Tree, Leitch Collieries and other local points of interest
 - Local road connections provide alternate or emergency route if Highway 3 is closed
 - Option 1 results in fewer changes to residential access on North Burmis Road
- Fewer direct property impacts:**
- Option 1 results in fewer private property impacts
- Environmental benefits:**
- Both interchange options largely avoid areas with potential for historic resources
- Technical advantages:**
- Option 1 requires fewer detours during construction

Known constraints of this ultimate option:

- Community connectivity and access limitations:**
- Both options have less direct connection to vehicle inspection station for westbound traffic, but alternate locations for the vehicle inspection station are under consideration
 - Option 2 requires existing residential access be moved to Range Road 30 and private road at north end of Range Road 30 will be upgraded to accommodate public access to North Burmis Road
- Direct property impacts:**
- In both options, providing access to all parcels creates significant property impacts southwest of interchange
 - Option 2 has more direct property impacts
- Environmental constraints:**
- In both options, local road connections result in different impacts to areas with potential historic resources
- Technical challenges:**
- Option 2 requires steeper grades on cross road

Interim plan:



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Highway 507/North Burmis Road
 - Range Road 25
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

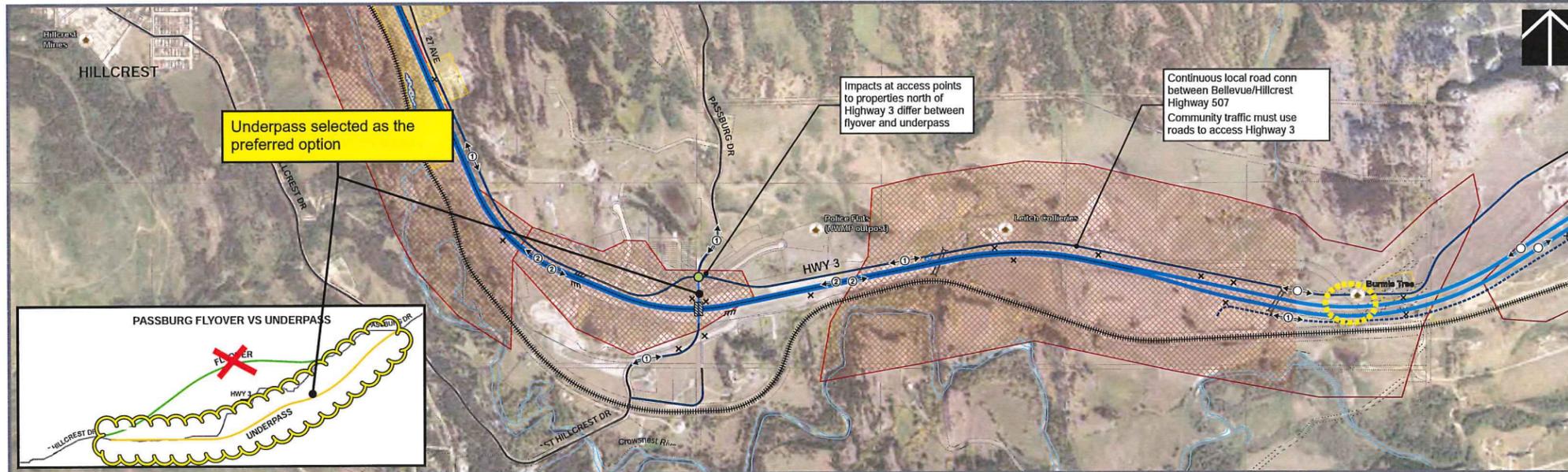
- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

PRELIMINARY
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Passburg Ultimate Options - P1

MAE - June 27, 2018 Summary:

An underpass was selected as the preferred option at Passburg. Advanced wayfinding signage at Hwy 507 interchange and Bellevue interchange will be included for tourism & historical resources.



This option is shown with the cross road over Highway 3 and can be adapted to have the cross road under the highway

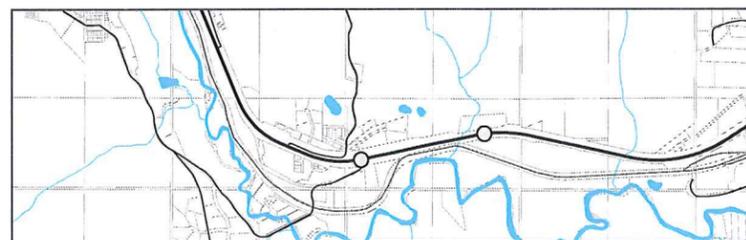
Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Proposed Barrier	High Potential for Historic Resources
Existing Road	Historic Sites
Railway	Wetlands
Proposed Intersection (Stop / Roundabout / Signal)	Area of Potential Environmental Contamination
Existing Intersection	Tourism Pullout
Number of Lanes and Direction	
Road Closure	
Access Closure	

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

- Existing tourism pullouts will be replaced
- Technical advantages:
- Underpass more easily accommodates high loads compared to flyover



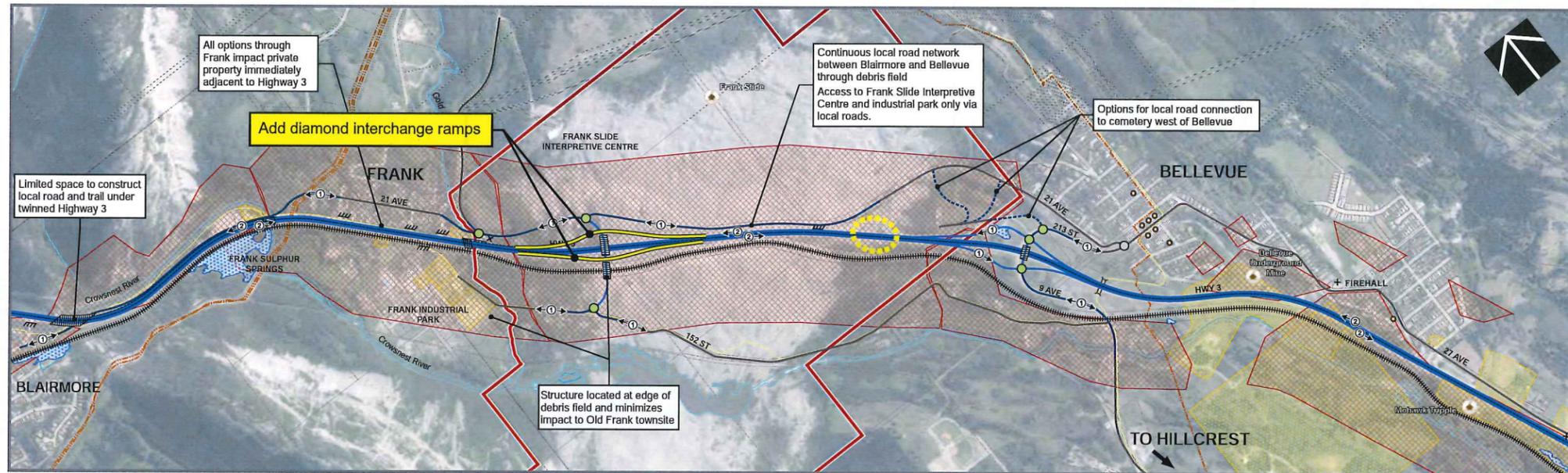
- increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

PRELIMINARY
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Highway 3 Sentinel to Pincher Station
 Functional Planning Study - Upgrading and Twinning

Frank and Bellevue/Hillcrest Ultimate Options - ~~F3~~ F4

MAE - June 27, 2018 Summary:
 A hybrid option was selected as the preferred option at Frank. Diamond interchange ramps, similar to F1, will be added to F3 as shown below in yellow.



This option is shown with the cross road over Highway 3 at Frank and can be adapted to have the cross road under the highway

Legend			
	Proposed Road		Structure / Bridge
	Proposed Local Road		Culvert
	Local Road Options		High Pressure Pipeline
	Proposed Barrier		Community Trail
	Existing Road		High Potential for Historic Resources
	Railway		Frank Restricted Development Area
	Proposed Intersection (Stop / Roundabout / Signal)		Historic Sites
	Existing Intersection		Historical Building
	Number of Lanes and Direction		Emergency Services
	Road Closure		Wetlands
	Access Closure		Area of Potential Environmental Contamination
			Tourism Pullout

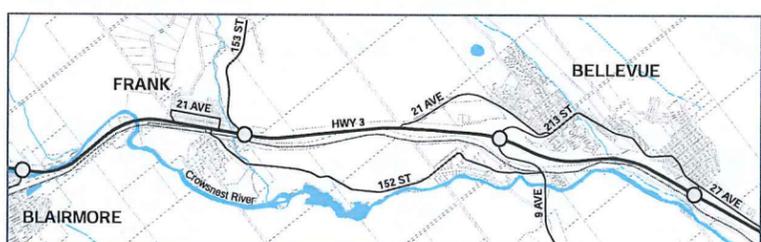
Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
- All-turns diamond interchange at Bellevue/Hillcrest maximizes capacity, improves traffic flow and is consistent with driver expectations
 - Interchange-only access improves safety for drivers and pedestrians
 - Wildlife crossing structures can be integrated with river crossing structures
- Community connectivity and access:**
- Continuous local road network connects historical resources, points of interest and five major community areas: Coleman, Blairmore, Frank, Bellevue, and Hillcrest
 - Opportunity for tourism pullouts to be located on local road connection through Frank Slide
 - Local road connections provide alternate or emergency route if Highway 3 is closed
 - Interchange at Bellevue/Hillcrest maintains centre access to Bellevue and west access to Hillcrest
- Environmental benefits:**
- Reduced cross-section results in smaller highway footprint through debris field on north side of Highway 3
 - Minimizes impact to Old Frank townsite on south side of Highway 3
 - Avoids impact to lime kilns and quarry south of CP railway
 - Existing tourism pullouts will be replaced

Known constraints of this ultimate option:

- Community connectivity and access limitations:**
- All direct access points to Highway 3 will be closed and local road connections to Blairmore and Bellevue will be provided
 - Access to industrial park only provided via local roads and flyover structure
 - All south-facing direct accesses to Highway 3 through Frank will be closed and options exist in some cases to re-orient access
- Direct property impacts:**
- To avoid relocation of CP railway, all options through Frank impact private property immediately adjacent to Highway 3 and may require property acquisition
 - Property impacts to businesses on east and west ends of Frank due to local road connection to 21 Avenue in Frank and 20 Avenue in Blairmore
- Environmental constraints:**
- Flyover is located at edge of debris field
 - Additional impacts to debris field due to local road connection through Frank Slide to Bellevue
- Technical challenges:**
- Relocating CP railway is not considered feasible
 - Additional cost to raise flyover bridge to accommodate high loads under structure
 - Limited space and additional cost at Crowsnest River Bridge to construct local road connection and trail under twinned Highway 3

Interim plan:



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - 153 Street in Frank
 - 213 Street and 227 Street in Bellevue/Hillcrest
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

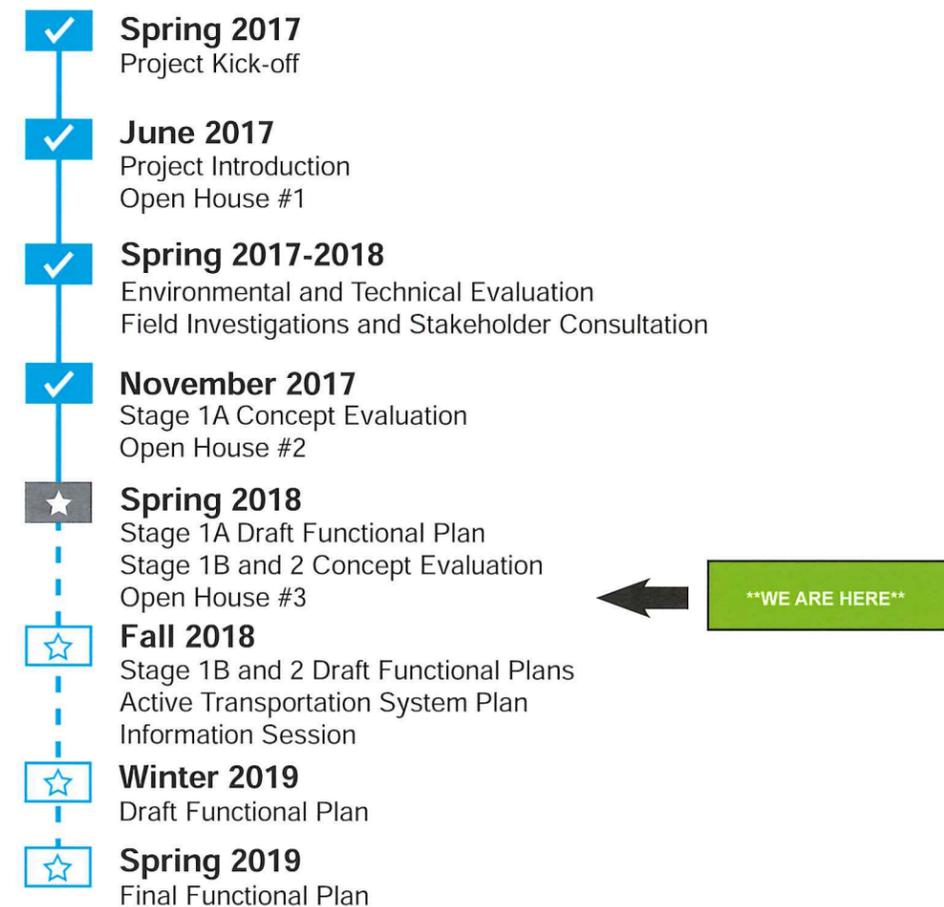
- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Welcome

Open House - June 2018

The purpose of this session is to:

- Provide an update about the project
- Present Stage 1A draft recommended plan and Stage 1B and 2 functional plan options
- Seek feedback on plans and options
- Discuss next steps of project
- Provide opportunity for questions and answers about project

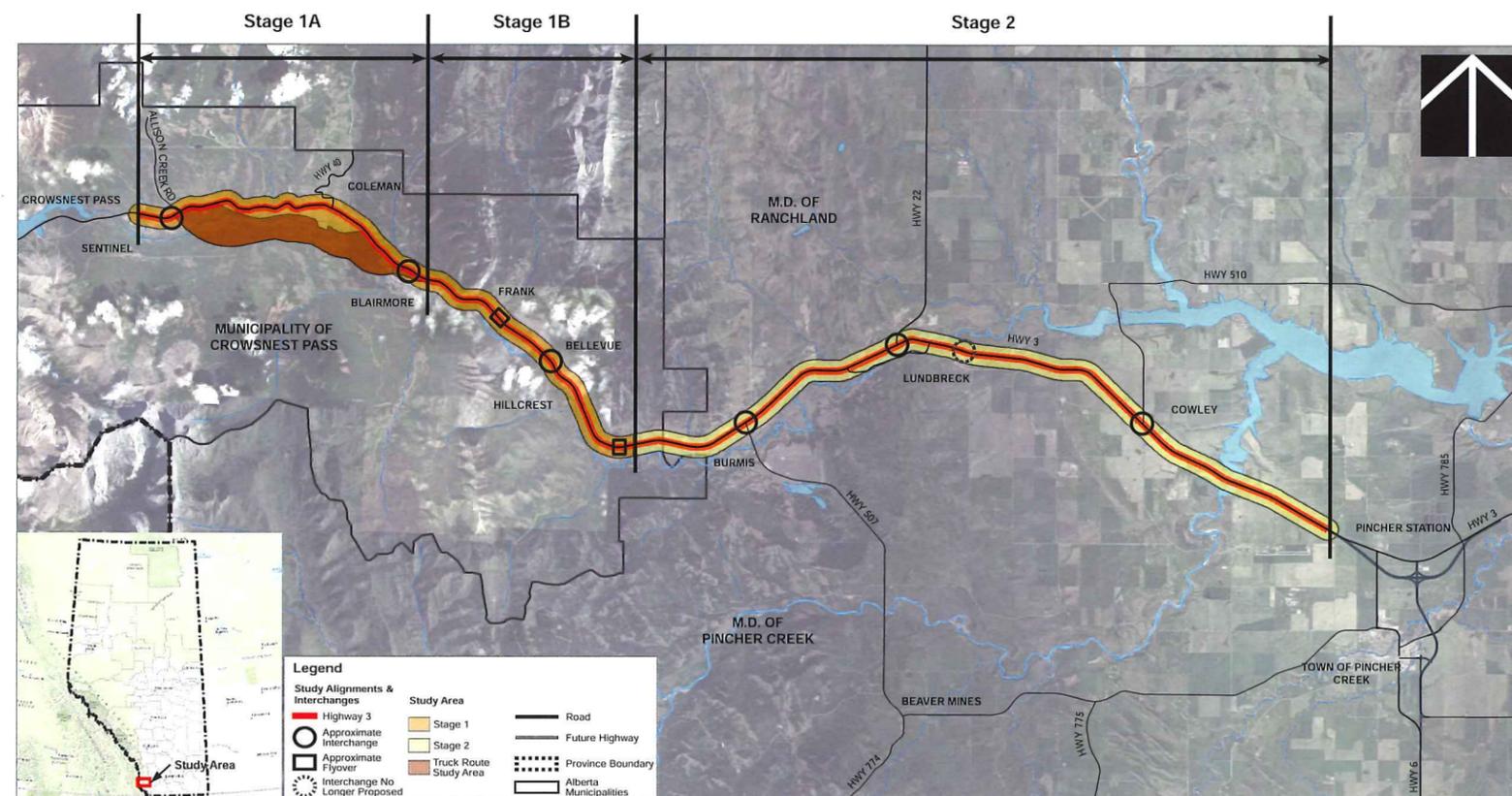


About the Project

Project purpose

The Functional Planning Study (FPS) for the upgrading and twinning of Highway 3 from Sentinel to Pincher Station will build on earlier planning studies, address local road networks, new environmental policies now in effect, and incorporates feedback from stakeholders and the public from engagement sessions.

Numerous safety and capacity issues have been identified along Highway 3. While previous planning work identified options to address safety and capacity along the corridor, a new plan for the expansion of Highway 3 is required that addresses conservation of environmental and historical resources as well as access to existing communities and future development opportunities.



Project goals

To develop a functional plan that will:

- Establish interim and ultimate layouts for a twinned highway complete with approximately seven interchanges and two flyovers to manage highway and local access
- Confirm an ultimate truck route south of Coleman
- Address environmental, geotechnical and historical considerations
- Address safety, current and future land use impacts, roadside development accommodation, access management and driver information systems
- Include an adjacent trail system to accommodate people who walk, bike and use other active transportation modes
- Address wildlife movement and possible crossing structures and safety measures to reduce animal-vehicle collisions (AVC) throughout the corridor

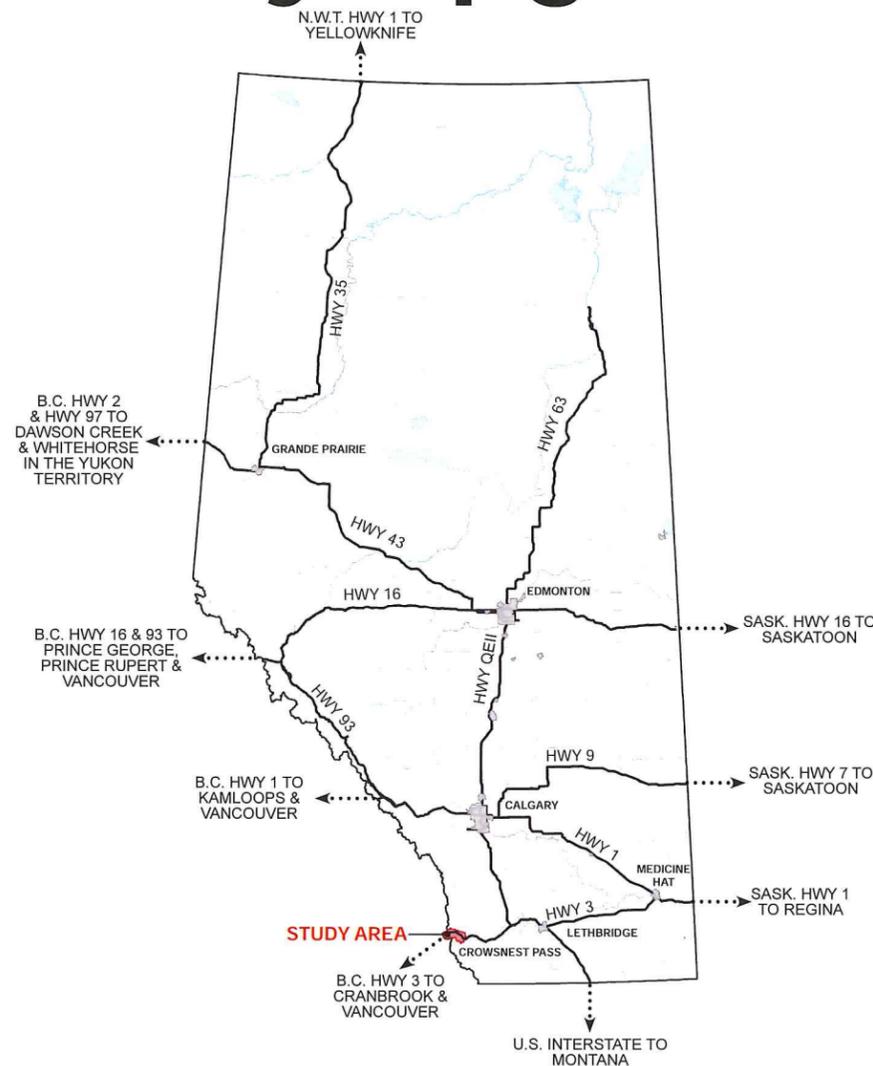
The Highway 3 project team will continue to engage with local municipalities, First Nations and stakeholders to develop the plan and evaluate the options.

Project Review Committee

The study is guided by a Project Review Committee comprised of:

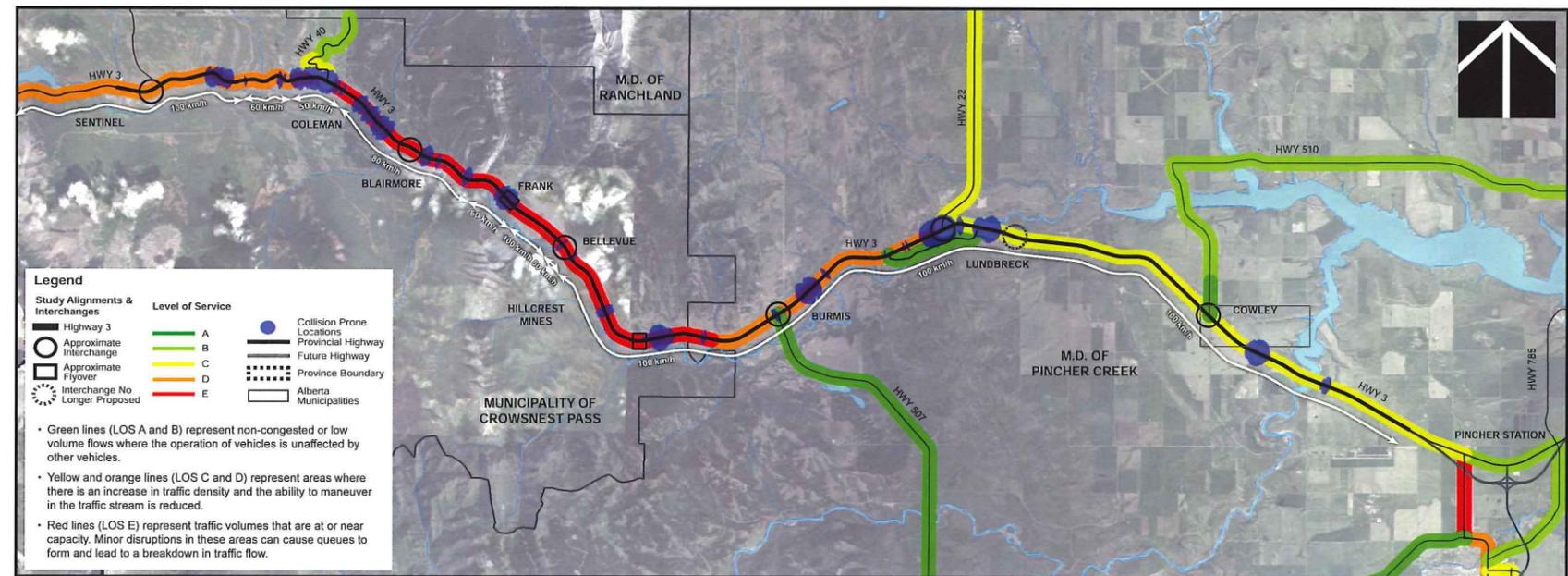
- Alberta Transportation
- M.D. of Pincher Creek
- Municipality of Crowsnest Pass
- Village of Cowley

Why Upgrades Are Needed

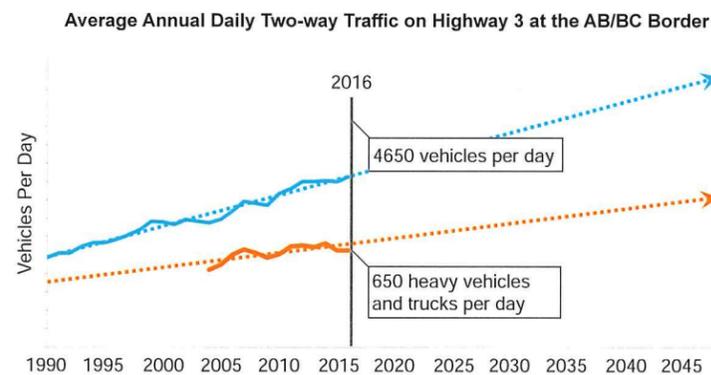


National Highway System

- Highway 3 is one of Canada's primary highways on the National Highway System, moving people, goods and services inter-provincially and internationally
- Corridor provides primary connections between southern Alberta to provinces east and west
- Highway 3 is one of only three continuous east-west routes through Alberta



Traffic continues to grow



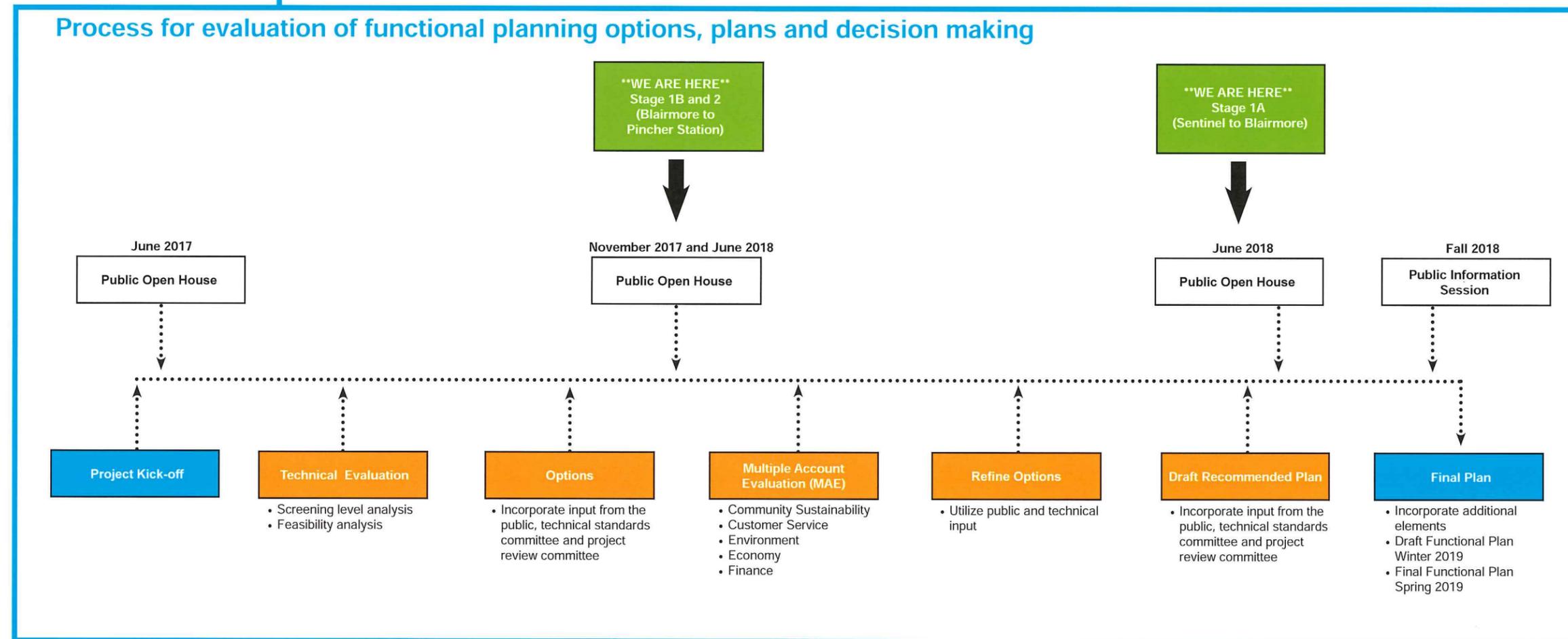
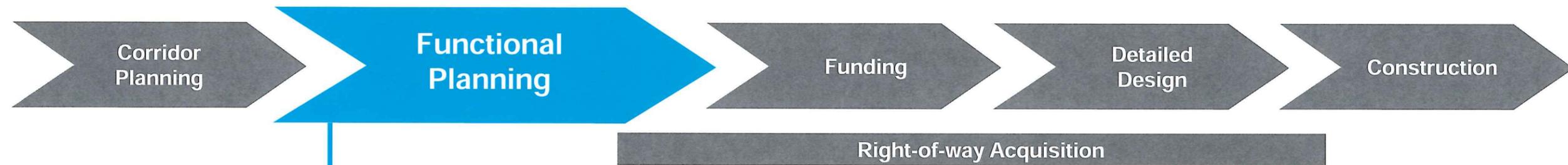
- Average annual daily traffic volumes in Highway 3 corridor continue to grow
- Number of trucks and vehicles are anticipated to continue to increase with population growth

Safety and capacity issues

Numerous safety and capacity issues were identified along Highway 3:

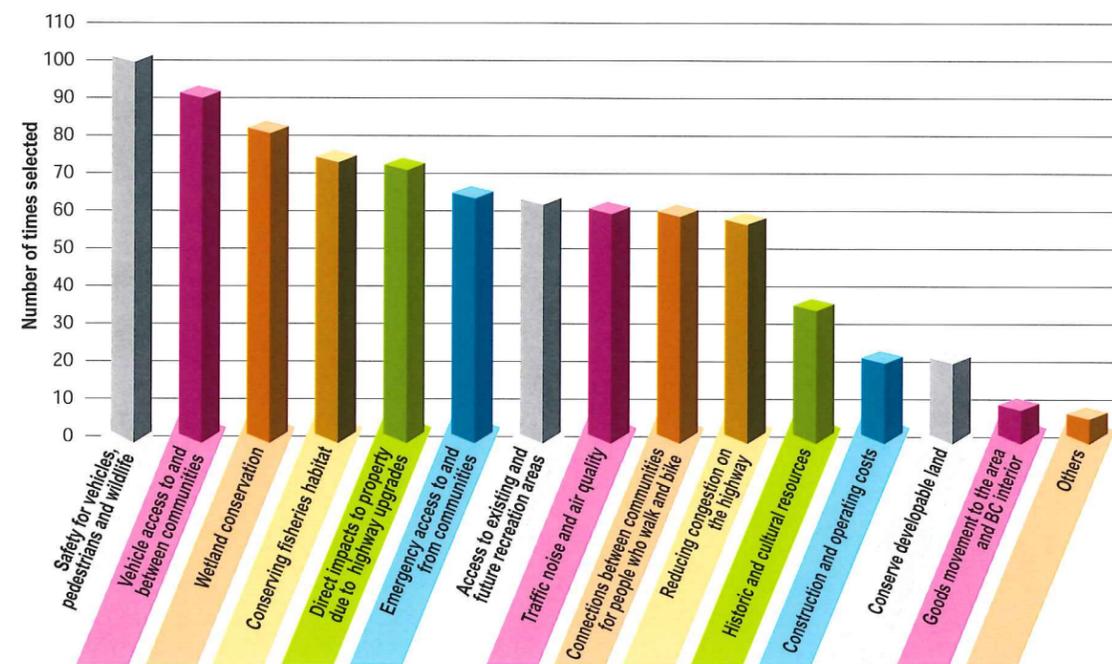
- Collision-prone locations shown on figure above (blue dots) were compiled from reported incidents from both vehicle-vehicle and animal-vehicle collisions over past 20 years
- Inconsistent and varied speed limits between Sentinel and Passburg add to safety issues
- Capacity is a concern in region, specifically west of Highway 22, shown above in red and orange Level of Service (LOS) lines. LOS compiled from traffic data collected by Alberta Transportation indicates operational conditions within a traffic stream

Schedule and Process



What We Heard Public Open Houses 2017

June 2017: What we heard is important to you



Overall comments we have heard throughout the study:

- Highway 3 twinning projects have been going on for 30 plus years with no solution
- Certainty is needed regarding future highway right-of-way and access locations
- Socio-economic impacts need to be considered as part of study
- Highway 3 upgrades are long overdue, stop studying and start construction

November 2017: What we heard about Stage 1

Highway 3X Truck Route Options:

- Minimize direct property impacts and indirect impacts (visual and noise) impacts
- Avoid wetlands and creeks and provide sufficient wildlife crossings
- Concerns were raised about how options would affect tourism and businesses along the existing highway and in adjacent communities

Allison Creek Road Ultimate Interchange Options:

- Address safety for vehicles, animals and pedestrians in area
- Provide access to and between communities

Blairmore Ultimate Interchange Options:

- Maintain easy access to highway and communities for residents, visitors and emergency services
- Avoid wetlands between Blairmore and Coleman to protect wildlife and water supply

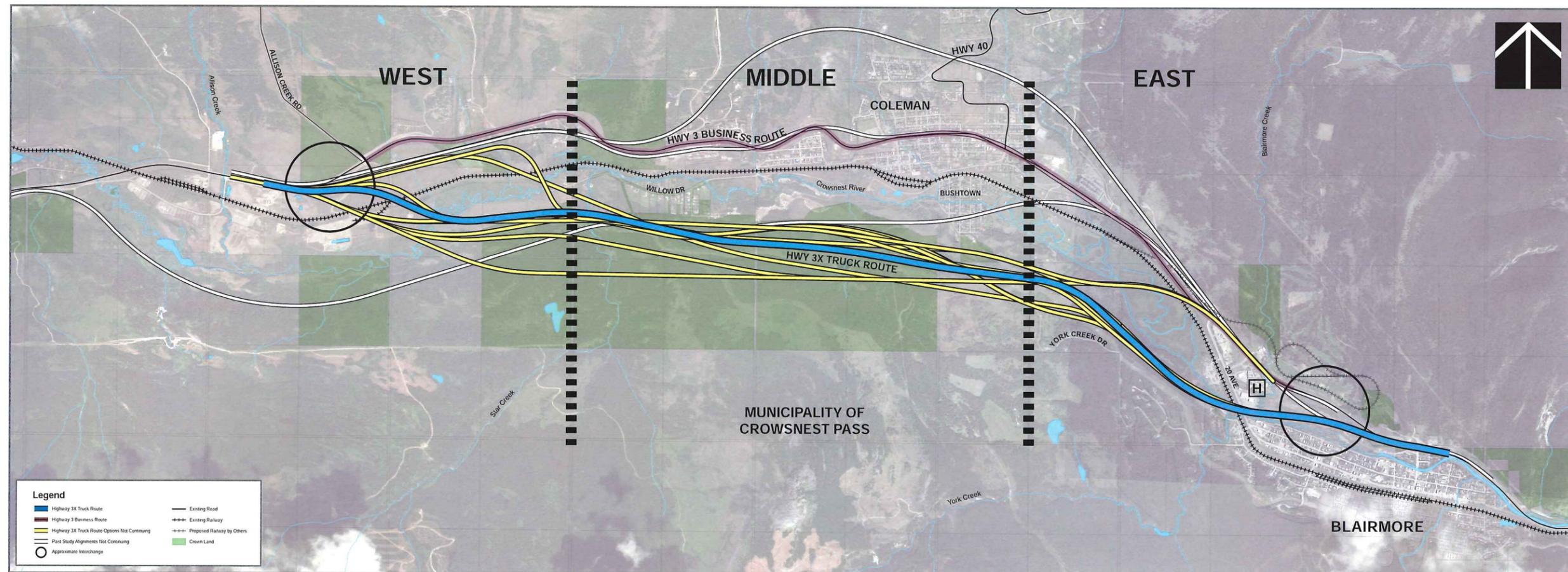
Stage 1B:

- Maintain or improve access to communities, existing tourist destinations and future tourism and recreational sites to support local economy
- Concerns raised about protecting historical and cultural sites in area (e.g. Frank Slide, Mohawk Tipple)

Highway 3 Community Integration:

- Free-flow traffic and minimal impacts to wetlands and wildlife are most important factors concerning upgrading and twinning Highway 3
- Truck-stop along proposed Highway 3X Truck Route would be a benefit

Highway 3X Truck Route



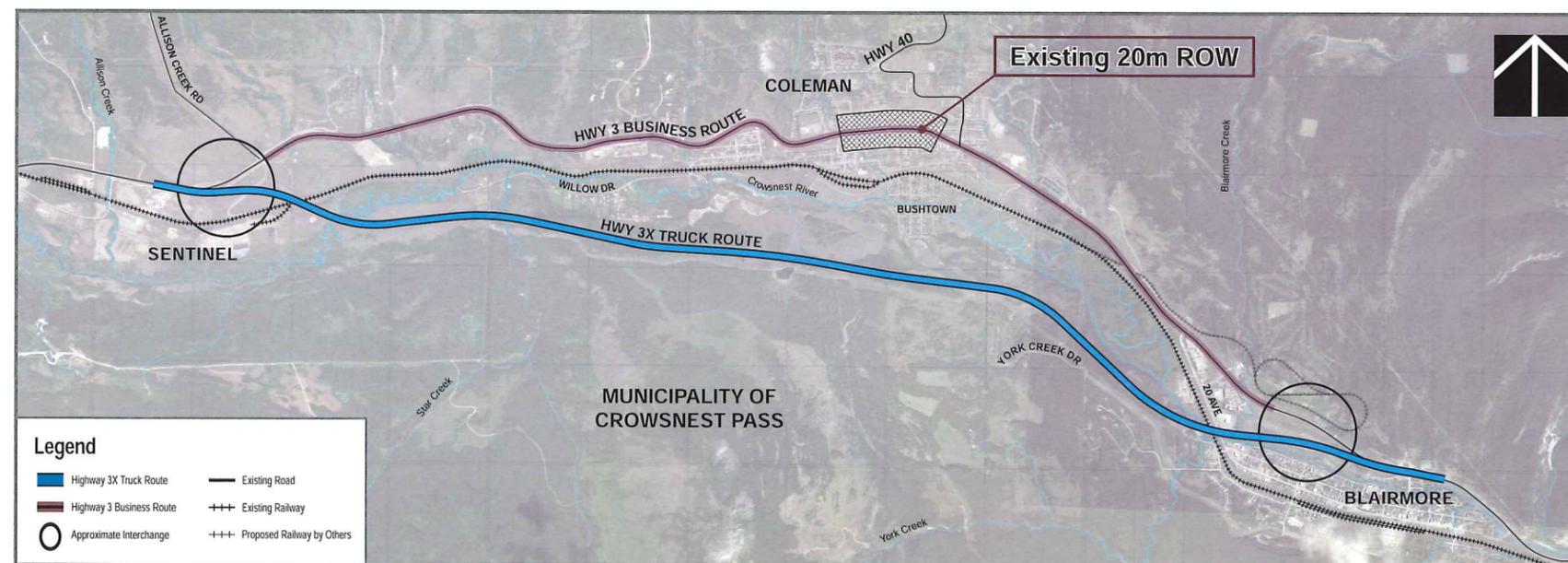
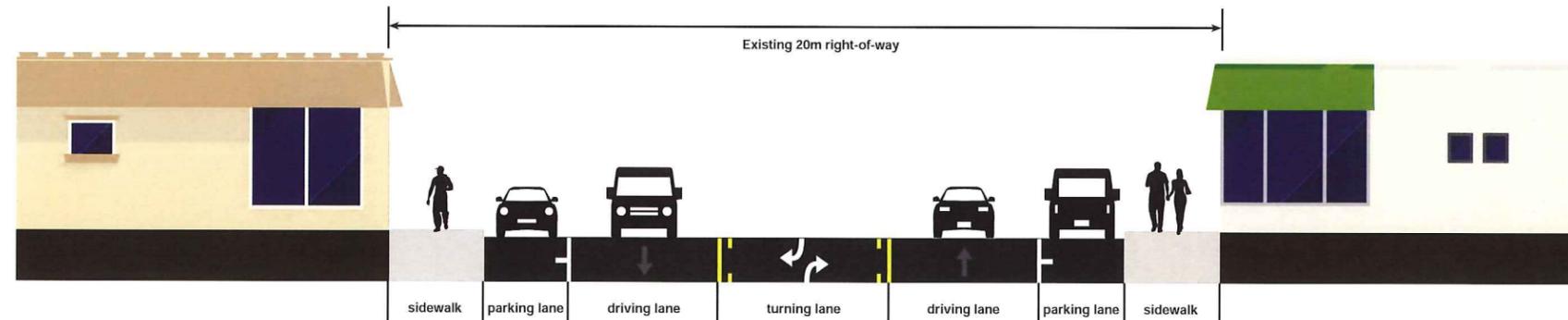
Highway 3X Truck Route options and draft recommended plan:

- Highway 3X options presented at November 2017 open house are shown above in yellow. Options considered by previous planning studies are shown above in white.
- Highway 3X options along with a technical evaluation that showed benefits and constraints in west, middle and east segments were presented at November 2017 open house and stakeholders provided input to identify strengths and weaknesses for each option.
- Multiple Account Evaluation (MAE) workshop was held February 2018 using public and technical input. MAE is a committee-based consensus-building approach to decision making for complex transportation planning projects using performance criteria in five categories: community sustainability, customer service, environment, economy and finance.
- The result is a draft recommended plan for Highway 3X Truck Route south of Coleman, shown above in blue, which brings together strengths of several options to balance constraints in west, middle and east segments.

Highway 3 Business Route

Key features of Business Route:

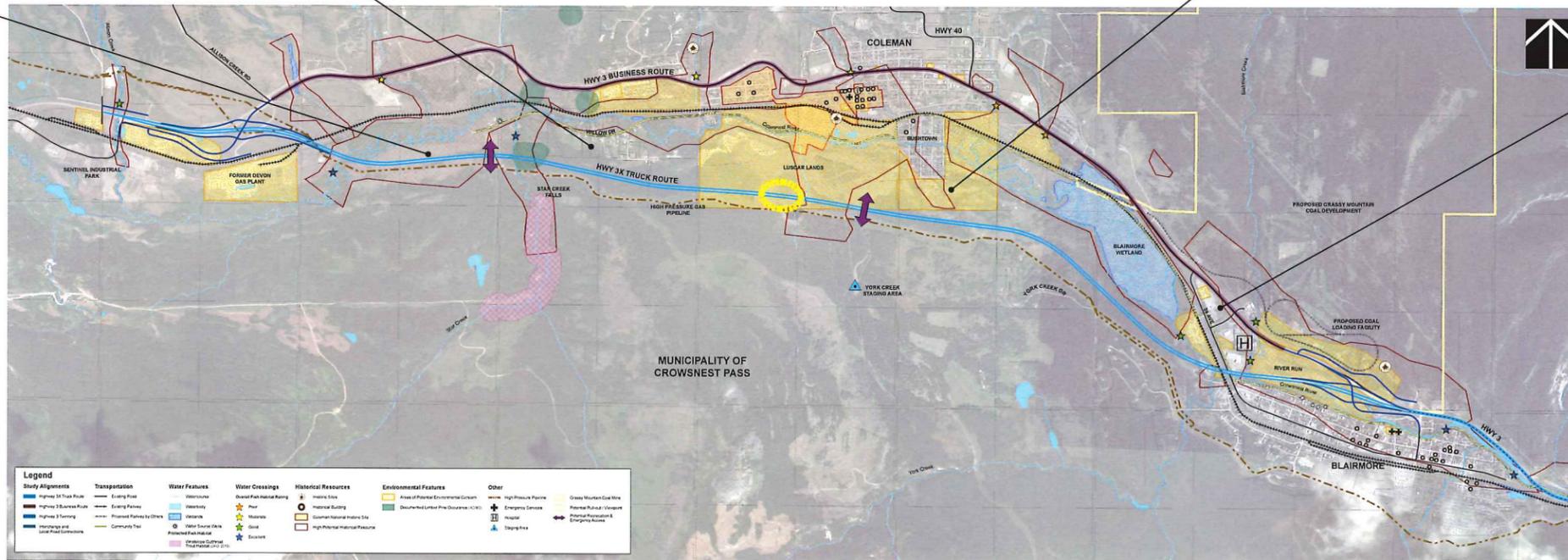
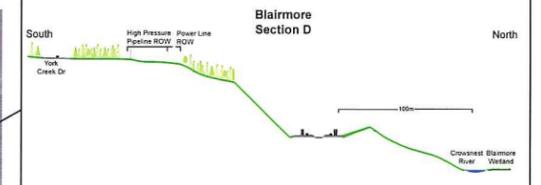
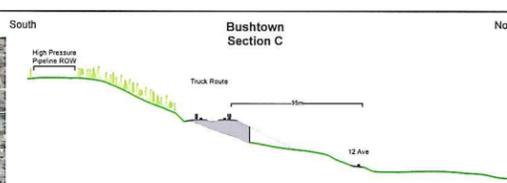
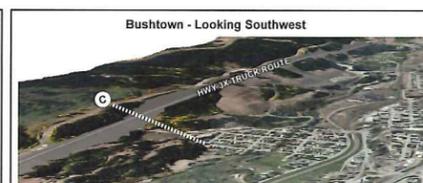
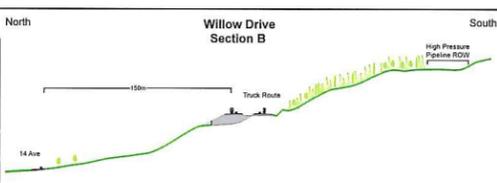
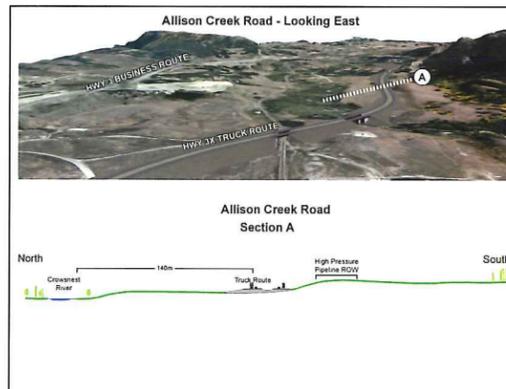
- Development of the Highway 3X Truck Route south of Coleman will move larger truck traffic off existing Highway 3. The existing two-lane Highway 3 through Coleman will remain in place and become the Highway 3 Business Route with access to the Truck Route at either end in Sentinel and in Blairmore.
- The parallel nature of the Highway 3 Business Route enables travelers and tourists to enter at one end, travel through the community for services and attractions and then rejoin Highway 3 at the other end. It will not be necessary for travelers to backtrack and therefore the Business Route is expected to be beneficial to travelers and tourists.
- Enhancements to the Highway 3 Business Route could be considered by the Municipality, businesses and residents through the development of a main street program. Typically, main street programs are used to improve safety, preserve and revitalize economic development in commercial districts and promote vibrant sustainable communities.



Potential benefits of main street program:

- Improved pedestrian areas
- Safer crosswalks
- Reduced traffic speed and volumes
- Additional green space and landscaped areas
- Improved on-street parking areas
- Improved signage and lighting
- Improved business access
- Increased attractiveness for visitors and tourists
- Increased opportunity to host community events

Highway 3X Truck Route - Draft Recommended Plan



Legend	Transportation	Water Features	Water Crossings	Historical Resources	Environmental Features	Other
Study Alignment	Highway 3X Truck Route	Watercourse	Abandoned Pipeline Crossing	Historic Site	Area of Potential Environmental Concern	High Pressure Pipeline
Highway 3 Business Route	Existing Pathway	Wetland	Watercourse Crossing	Provincial Building	Designated Land Use (Municipal)	Emergency Services
Highway 3 Turnoff	Proposed Pathway by Other	Watercourse	Watercourse Crossing	Provincial Building	Designated Land Use (Municipal)	Emergency Services
Highway 3 Turnoff	Proposed Pathway by Other	Watercourse	Watercourse Crossing	Provincial Building	Designated Land Use (Municipal)	Emergency Services
Highway 3 Turnoff	Proposed Pathway by Other	Watercourse	Watercourse Crossing	Provincial Building	Designated Land Use (Municipal)	Emergency Services

Key features of ultimate Truck Route plan:

- Avoids crossing high pressure pipeline, stays close to pipeline right-of-way and is further from residential properties near Bushtown and Willow Drive
- Minimizes risk of groundwater contamination by avoiding former Devon Gas Plant site
- Utilizes Luscar Lands which provides opportunity to remediate some coal waste and use otherwise sterile land
- Minimizes impacts to watercourses and avoids protected fish habitat, reduces number of watercourse crossings and bridge piers in all creeks and rivers
- Provides recreational access across Truck Route near Star Creek and York Creek access road
- Adds tourism pullout along Truck Route at high point overlooking surrounding area
- Includes wildlife mitigation measures, assessment of mitigation types along Truck Route continues and considers wildlife exclusion fencing, animal detection systems, underpasses and overpasses
- Lowered profile reduces potential visual and noise impacts to nearby residential areas
- Provides refined slopes and potential retaining walls to minimize disturbance to natural environment

Key features of interim Truck Route plan:

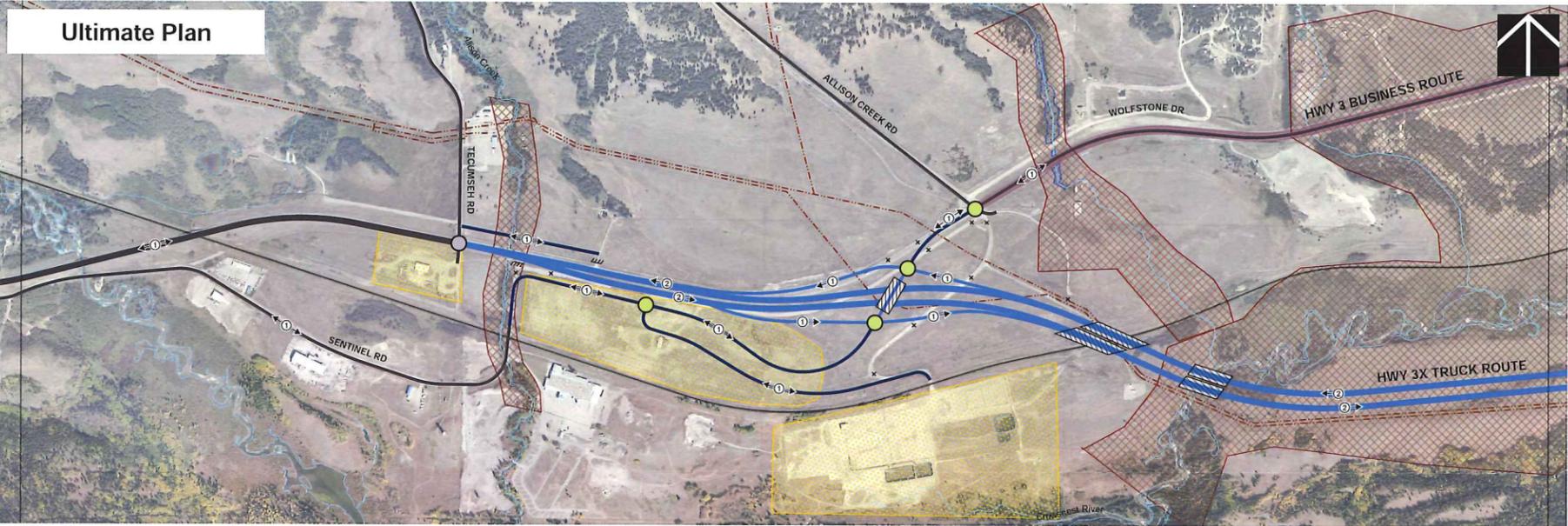
- The Highway 3X Truck Route ultimate plan will not be built all at once and may start with one lane in each direction and will include climbing or passing lanes, where required
- Recreational accesses and tourism pullouts constructed as part of interim plan
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
- ✓ Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

To help us improve this plan further, please tell us if there are any additional elements to consider.

Allison Creek Road Draft Recommended Plan



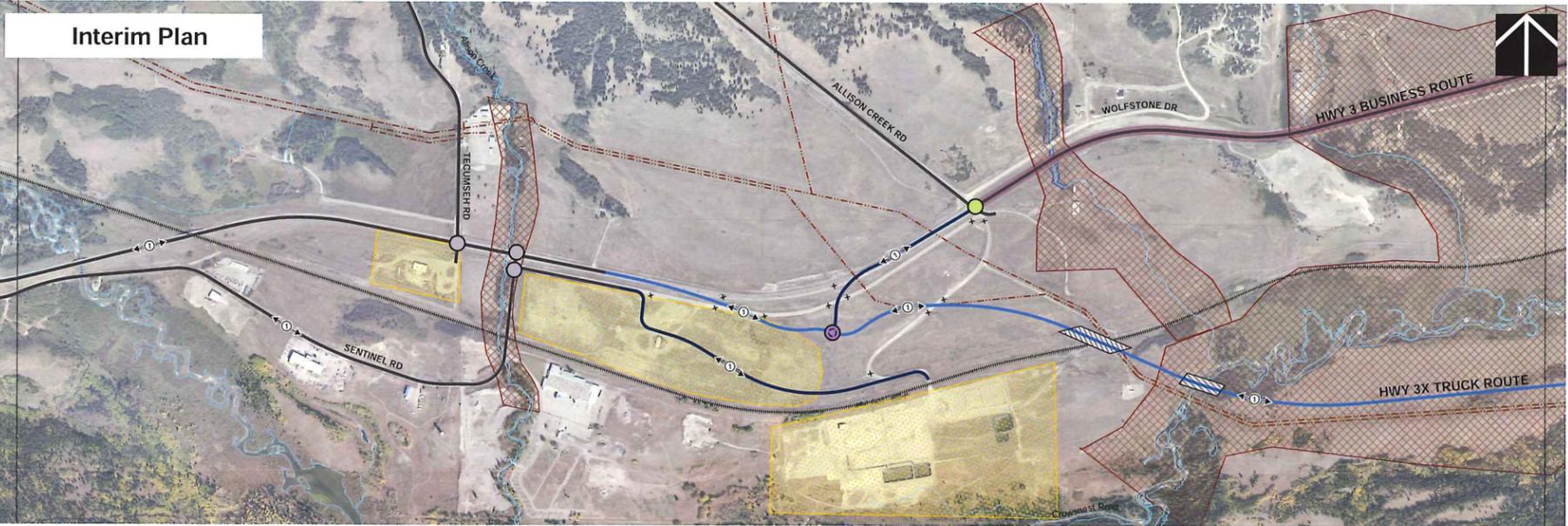
Key features of ultimate plan:

- All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations.
- Provides direct connection to Sentinel Industrial Park, Highway 3 Business Route and recreation areas along Allison Creek Road
- Provides access to land north of Truck Route from Highway 3 Business Route for potential development
- Avoids areas with high potential for historic resources and known areas of contamination at Former Devon Gas Plant

To help us improve this plan further, please tell us if there are any additional elements to consider

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Wetlands
Roundabout	Area of Potential Environmental Contamination
Proposed Intersection (Stop / Roundabout / Signal)	
Existing Intersection	
Number of Lanes and Direction	
Road Closure	
Access Closure	



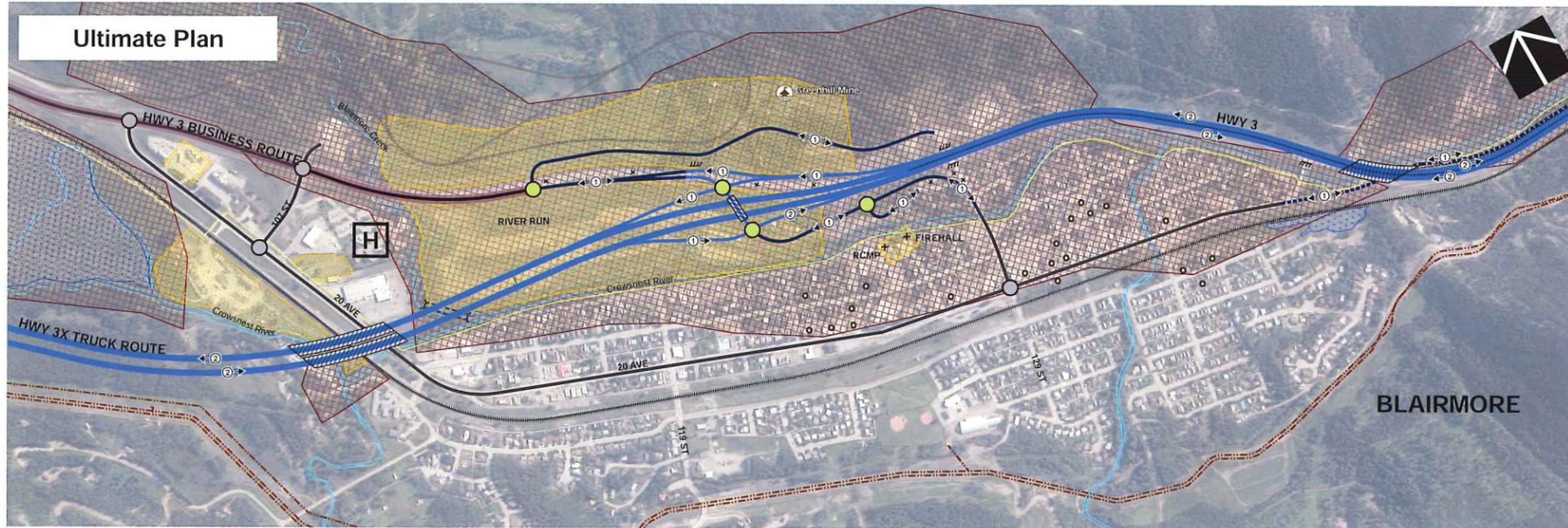
Key features of interim plan:

- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Allison Creek Road
 - Sentinel Road
 - Tecumseh Road
- Provides enhanced community entrance with roundabout along Highway 3 at junction between Truck Route and Business Route
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- ✓ Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Blairmore Draft Recommended Plan



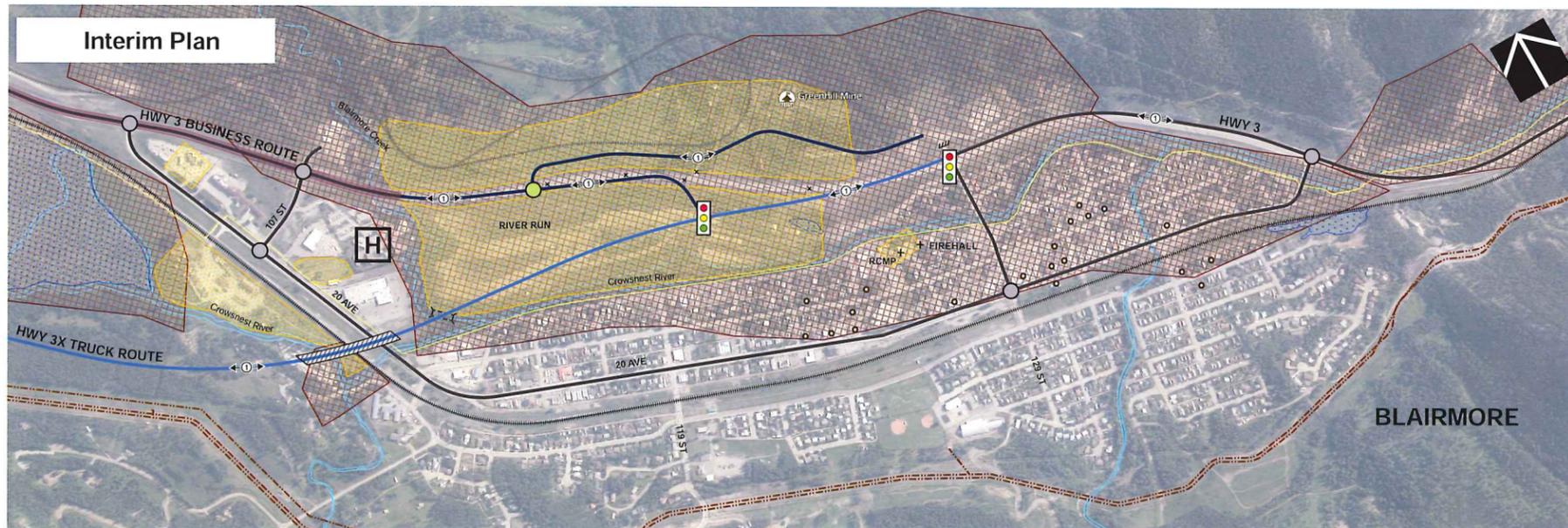
Key features of ultimate plan:

- All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations
- Incorporates split between Truck Route and Business Route with free-flow connection to Business Route for westbound traffic
- Maintains existing connections at 20 Avenue W and 107 Street to Business Route
- Maintains connections to 20 Avenue and community trail network under Truck Route at west end of Blairmore
- Provides direct connection to downtown Blairmore through 129 Street using existing Crownsnest River Bridge
- Provides access to the cemeteries and mine development with new local road north of interchange
- Utilizes the River Run area which provides an opportunity to remediate some coal waste and use otherwise sterile land
- Access could be provided from Business Route to unused land in River Run area for potential development

To help us improve this plan further, please tell us if there are any additional elements to consider

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Proposed Barrier	Community Trail
Existing Road	High Potential for Historic Resources
Railway	Historic Sites
Traffic Signal	Historical Building
Proposed Intersection (Stop / Roundabout / Signal)	Emergency Services
Existing Intersection	Wetlands
Number of Lanes and Direction	Area of Potential Environmental Contamination
Road Closure	
Access Closure	



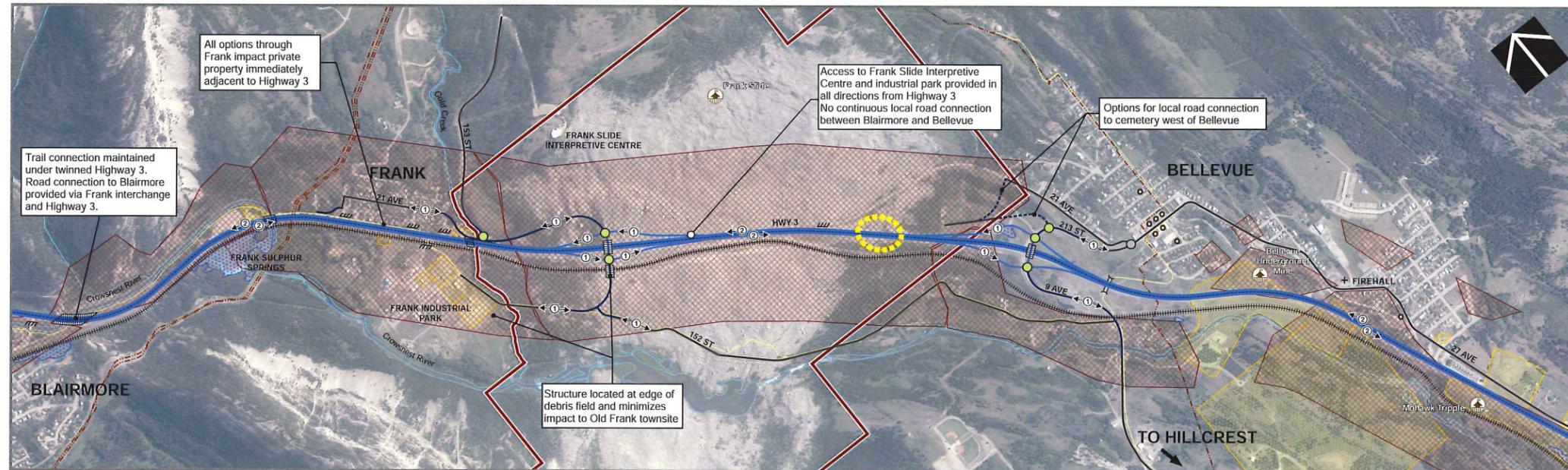
Key features of interim plan:

- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - 20 Avenue W
 - 107 Street
 - 20 Avenue E
- New or upgraded intersections will be constructed on Highway 3 at:
 - 129 Street
 - New tie-in point between the truck route and the business route.
 - New access point for local road connection to the cemeteries and proposed mine development
- Staging will consider the proposed mine development north of Blairmore
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

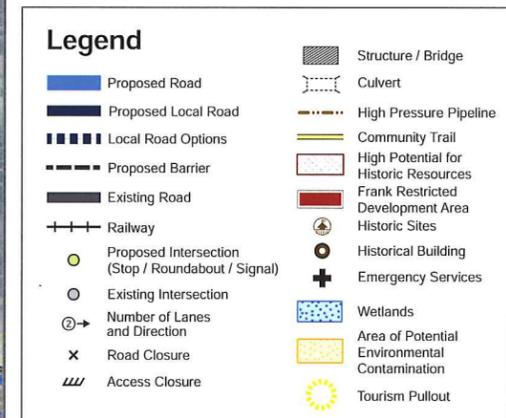
Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- ✓ Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Frank and Bellevue/Hillcrest Ultimate Options - F1



This option is shown with the cross road over Highway 3 at Frank and can be adapted to have the cross road under the highway



Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- All-turns diamond interchanges at both Frank and Bellevue/Hillcrest maximizes capacity, improves traffic flow and is consistent with driver expectations
- Interchange-only access improves safety for drivers and pedestrians
- Wildlife crossing structures can be integrated with river crossing structures

Community connectivity and access:

- Maintains direct access from Highway 3 to Frank Slide Interpretive Centre for both westbound and eastbound traffic
- Interchange at Bellevue/Hillcrest maintains existing centre access to Bellevue and west access to Hillcrest.
- High loads are accommodated
- Access to industrial park is provided in all directions from Highway 3

Environmental benefits:

- Reduced cross-section results in smaller highway footprint through debris field on north side of Highway 3
- Eliminates need for local road connections, further reducing impact to debris field on north side of Highway 3
- Minimizes impact to Old Frank townsite on south side of Highway 3
- Avoids impact to lime kilns and quarry south of CP railway
- Existing tourism pullouts will be replaced

Technical Advantages:

- Avoids additional cost to raise flyover or interchange bridge to accommodate high loads under structure
- Avoids additional cost at Crowsnest River Bridge to construct local road connection and trail under twinned Highway 3

Known constraints of this ultimate option:

Community connectivity and access limitations:

- No continuous local road connection between Blairmore and Bellevue
- Less direct connection between Frank and businesses on 20 Avenue in Blairmore
- No alternate or emergency route between Blairmore and Frank in event of a Highway 3 closure
- All south-facing direct accesses onto Highway 3 through Frank will be closed and options exist in some cases to re-orient access

Direct property impacts:

- To avoid relocation of CP railway, all options through Frank impact private property immediately adjacent to Highway 3 and may require property acquisition
- Property impacts to businesses on east end of Frank due to local road connection to 21 Avenue in Frank

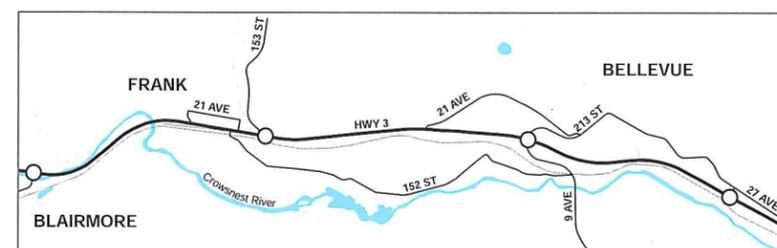
Environmental constraints:

- Interchange is located at edge of debris field
- Additional impacts to debris field due to relocated tourism pullouts with direct access from Highway 3

Technical challenges:

- Relocating CP railway is not considered feasible

Interim plan:

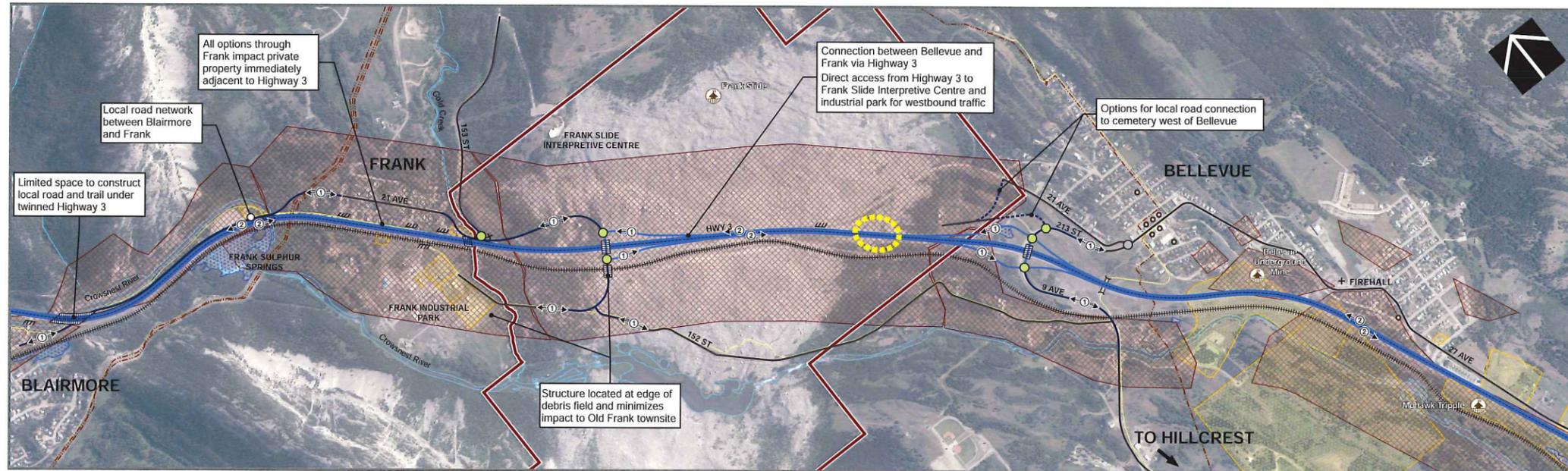


- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - 153 Street in Frank
 - 213 Street and 227 Street in Bellevue/Hillcrest
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

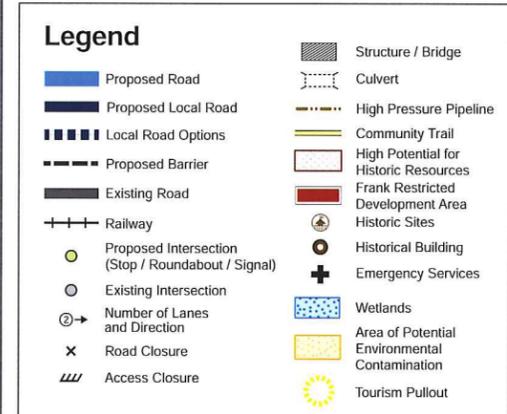
Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Frank and Bellevue/Hillcrest Ultimate Options - F2



This option is shown with the cross road over Highway 3 at Frank and can be adapted to have the cross road under the highway



Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- All-turns diamond interchange at Bellevue/Hillcrest maximizes capacity, improves traffic flow and is consistent with driver expectations
- Interchange-only access improves safety for drivers and pedestrians
- Wildlife crossing structures can be integrated with river crossing structures

Community connectivity and access:

- Maintains direct access from Highway 3 to Frank Slide Interpretive Centre for westbound traffic via Frank interchange
- Local road connections provide alternate or emergency route if Highway 3 is closed
- Interchange at Bellevue/Hillcrest maintains existing centre access to Bellevue and west access to Hillcrest

Environmental benefits:

- Reduced cross-section results in smaller highway footprint through debris field on north side of Highway 3
- Eliminates need for local road connection between Frank and Bellevue, further reducing impact to debris field on north side of Highway 3.
- Minimizes impact to Old Frank townsite on south side of Highway 3
- Avoids impact to lime kilns and quarry south of CP railway
- Existing tourism pullouts will be replaced

Known constraints of this ultimate option:

Safety for vehicles and wildlife:

- Half-diamond interchange configuration at Frank does not accommodate all turning movements which may be confusing

Community connectivity and access limitations:

- No direct local road connection between Frank and Bellevue
- Access to industrial park only provided to and from east for Highway 3 or by using local roads and interchange structure
- All south-facing direct accesses to Highway 3 through Frank will be closed and options exist in some cases to re-orient access

Direct property impacts:

- To avoid relocation of CP railway, all options through Frank impact private property immediately adjacent to Highway 3 and may require property acquisition
- Property impacts to businesses on east and west ends of Frank due to local road connection to 21 Avenue in Frank and 20 Avenue in Blairmore

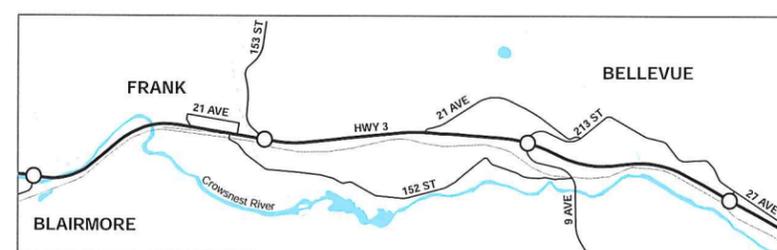
Environmental constraints:

- Half-interchange is located at edge of debris field
- Additional impacts to debris field due to relocated tourism pullouts with direct access from Highway 3

Technical challenges:

- Relocating CP railway is not considered feasible
- Additional cost to raise flyover bridge to accommodate high loads under structure.
- Limited space and additional cost at Crowsnest River Bridge to construct local road connection and trail under twinned Highway 3

Interim plan:

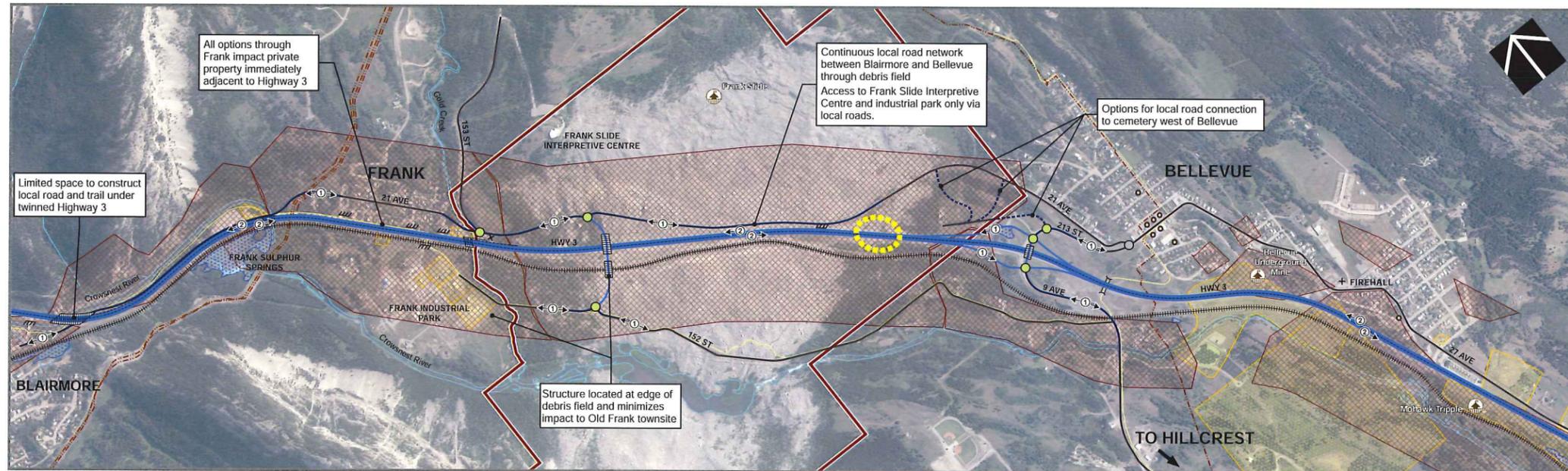


- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - 153 Street in Frank
 - 213 Street and 227 Street in Bellevue/Hillcrest
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

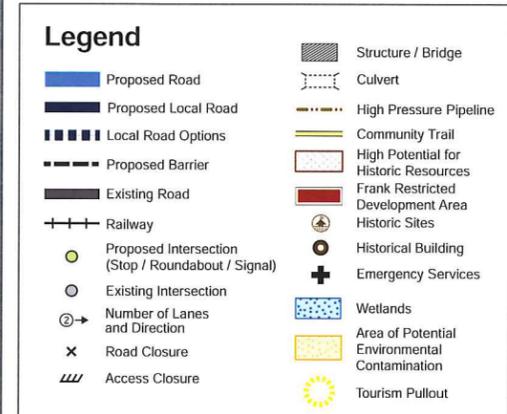
Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Frank and Bellevue/Hillcrest Ultimate Options - F3



This option is shown with the cross road over Highway 3 at Frank and can be adapted to have the cross road under the highway



Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- All-turns diamond interchange at Bellevue/Hillcrest maximizes capacity, improves traffic flow and is consistent with driver expectations
- Interchange-only access improves safety for drivers and pedestrians
- Wildlife crossing structures can be integrated with river crossing structures

Community connectivity and access:

- Continuous local road network connects historical resources, points of interest and five major community areas: Coleman, Blairmore, Frank, Bellevue, and Hillcrest
- Opportunity for tourism pullouts to be located on local road connection through Frank Slide
- Local road connections provide alternate or emergency route if Highway 3 is closed
- Interchange at Bellevue/Hillcrest maintains centre access to Bellevue and west access to Hillcrest

Environmental benefits:

- Reduced cross-section results in smaller highway footprint through debris field on north side of Highway 3
- Minimizes impact to Old Frank townsite on south side of Highway 3
- Avoids impact to lime kilns and quarry south of CP railway
- Existing tourism pullouts will be replaced

Known constraints of this ultimate option:

Community connectivity and access limitations:

- All direct access points to Highway 3 will be closed and local road connections to Blairmore and Bellevue will be provided
- Access to industrial park only provided via local roads and flyover structure
- All south-facing direct accesses to Highway 3 through Frank will be closed and options exist in some cases to re-orient access

Direct property impacts:

- To avoid relocation of CP railway, all options through Frank impact private property immediately adjacent to Highway 3 and may require property acquisition
- Property impacts to businesses on east and west ends of Frank due to local road connection to 21 Avenue in Frank and 20 Avenue in Blairmore

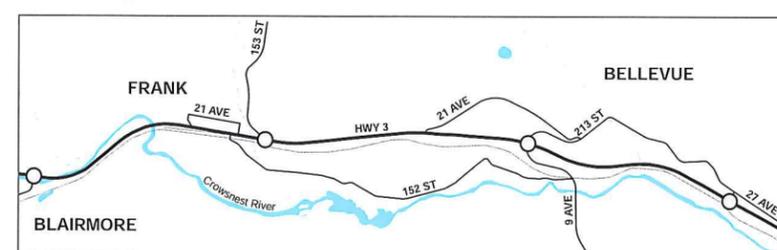
Environmental constraints:

- Flyover is located at edge of debris field
- Additional impacts to debris field due to local road connection through Frank Slide to Bellevue

Technical challenges:

- Relocating CP railway is not considered feasible
- Additional cost to raise flyover bridge to accommodate high loads under structure
- Limited space and additional cost at Crownsnest River Bridge to construct local road connection and trail under twinned Highway 3

Interim plan:

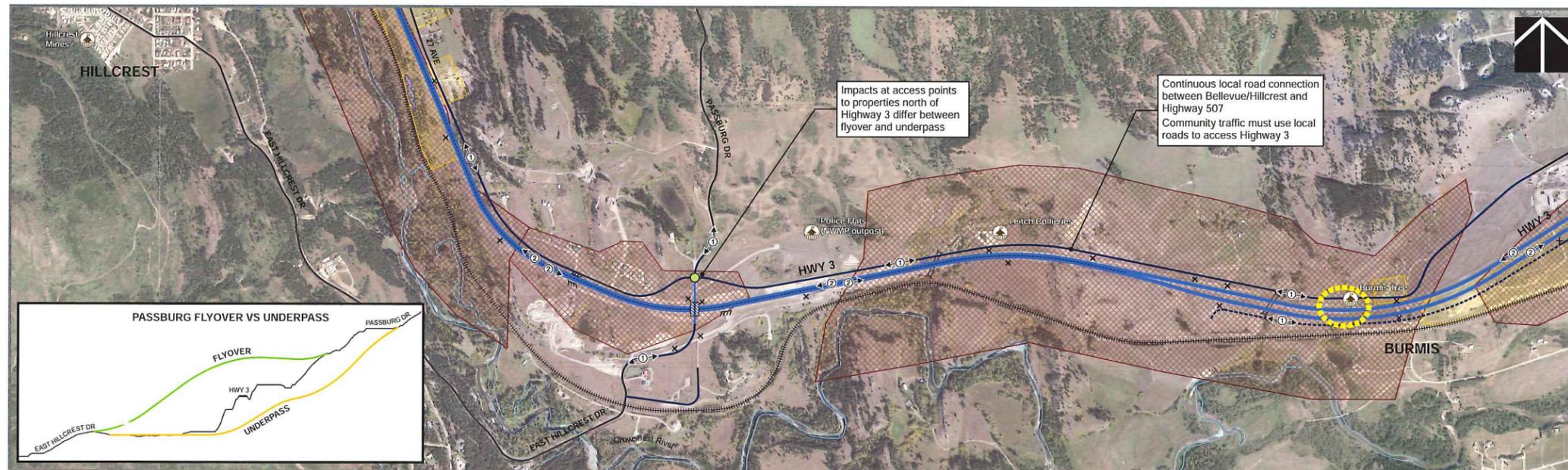


- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - 153 Street in Frank
 - 213 Street and 227 Street in Bellevue/Hillcrest
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Passburg Ultimate Options - P1



This option is shown with the cross road over Highway 3 and can be adapted to have the cross road under the highway

Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- Removal of direct highway access improves safety for drivers

Community connectivity and access:

- Provides continuous local road connection between Highway 507 interchange and Bellevue/Hillcrest interchange on north side of Highway 3
- Visitors travel along local roads and through Bellevue and Hillcrest enroute to local attractions, including Leitch Collieries and Burmis Tree
- Local road connections provide alternate or emergency route if Highway 3 is closed

Environmental benefits:

- Leitch Collieries avoided with minor impacts to the parking lot
- Burmis Tree avoided and remains in place between local road and twinned Highway 3
- Existing tourism pullouts will be replaced

Technical advantages:

- Underpass more easily accommodates high loads compared to flyover

Known constraints of this ultimate option:

Community connectivity and access limitations:

- Direct access to Highway 3 is not permitted and flyover/underpass structure provides access across Highway 3 only
- Traffic must use local roads to Highway 507 interchange or Bellevue/Hillcrest interchange to access Highway 3

Direct property impacts:

- Private property impacts are similar for flyover and underpass options
- Impacts at access points to properties north of Highway 3

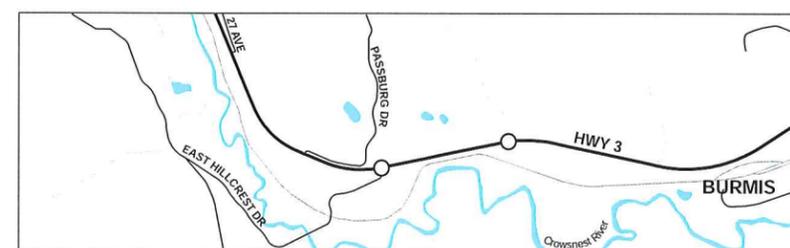
Environmental constraints:

- Flyover/underpass is located in area with potential to impact historic resources

Technical challenges:

- Additional cost to raise bridge to accommodate high loads under structure if flyover is considered

Interim plan:

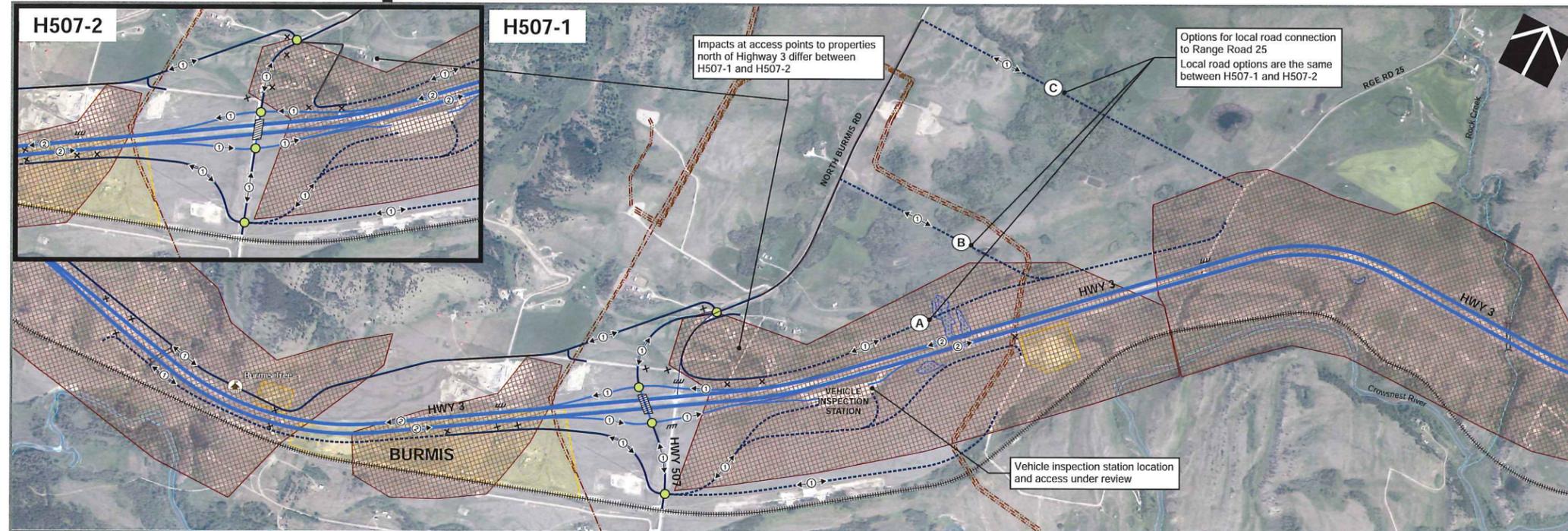


- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - East Hillcrest Drive
 - Leitch Collieries Historic Site
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Highway 507 Ultimate Options - H507-1 and H507-2



Two options provide all-turns access at Highway 507 along different cross road alignments

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Historic Sites
Proposed Intersection (Stop / Roundabout / Signal)	Wetlands
Existing Intersection	Area of Potential Environmental Contamination
Number of Lanes and Direction	
Road Closure	
Access Closure	

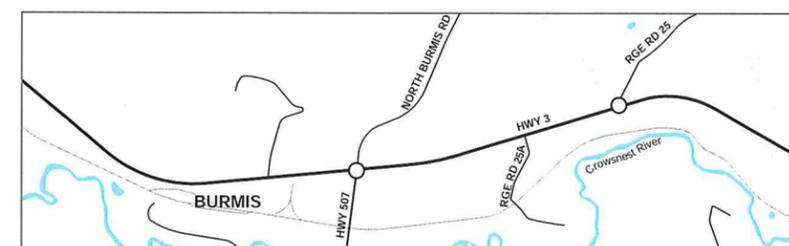
Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
 - Both options include all-turns diamond interchange which maximizes capacity, improves traffic flow and is consistent with driver expectations
 - Interchange-only access in both options improves safety for drivers
- Community connectivity and access:**
 - Both options provide similar local road connections and include continuous connection between Highway 507, Passburg and Bellevue/Hillcrest interchange
 - Local road connections provide access to Burmis Tree, Leitch Collieries and other local points of interest
 - Local road connections provide alternate or emergency route if Highway 3 is closed
 - Option 1 results in fewer changes to residential access on North Burmis Road
- Fewer direct property impacts:**
 - Option 1 results in fewer private property impacts
- Environmental benefits:**
 - Both interchange options largely avoid areas with potential for historic resources
- Technical advantages:**
 - Option 1 requires fewer detours during construction

Known constraints of this ultimate option:

- Community connectivity and access limitations:**
 - Both options have less direct connection to vehicle inspection station for westbound traffic, but alternate locations for the vehicle inspection station are under consideration
 - Option 2 requires existing residential access be moved to Range Road 30 and private road at north end of Range Road 30 will be upgraded to accommodate public access to North Burmis Road
- Direct property impacts:**
 - In both options, providing access to all parcels creates significant property impacts southwest of interchange
 - Option 2 has more direct property impacts
- Environmental constraints:**
 - In both options, local road connections result in different impacts to areas with potential historic resources
- Technical challenges:**
 - Option 2 requires steeper grades on cross road

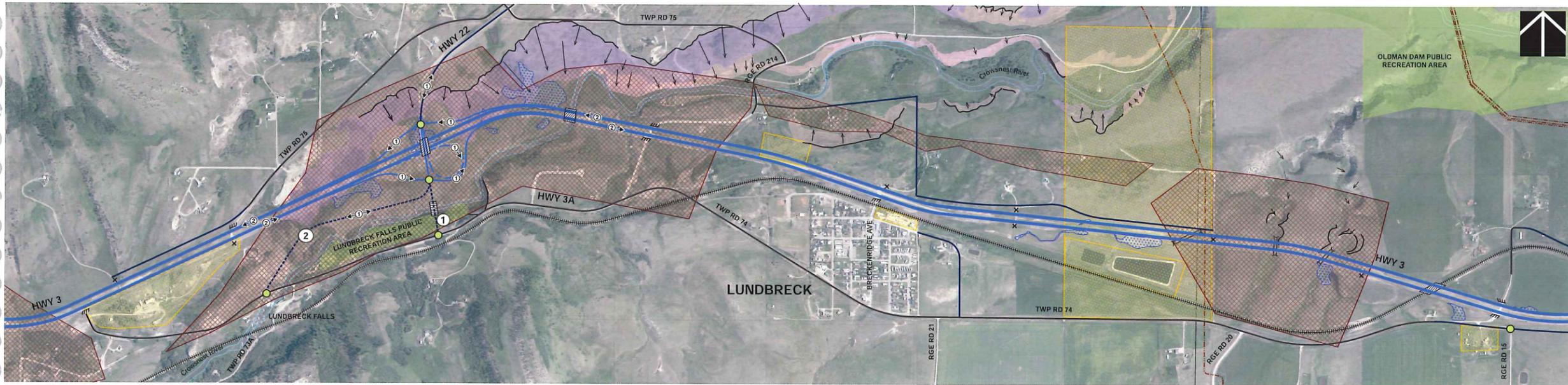
Interim plan:



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Highway 507/North Burmis Road
 - Range Road 25
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

- Elements to be addressed in final plan:** ✓ = incorporated
- ✓ Roadway operations and access conditions
 - ✓ Staged approach to construction
 - Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

Highway 22 & Lundbreck Ultimate Options - H22



Interchange at Lundbreck no longer proposed
Continuous local road connections provided

Legend			
	Proposed Road		Structure / Bridge
	Proposed Local Road		Culvert
	Local Road Options		High Potential for Historic Resources
	Existing Road		Wetlands
	Railway		Area of Potential Environmental Contamination
	Proposed Intersection (Stop / Roundabout / Signal)		Public Recreation Area
	Existing Intersection		Rockslide
	Number of Lanes and Direction		Debris Slide
	Road Closure		Rotational Slide
	Access Closure		Landslide Failure Scar
			Landslide Head Scarp

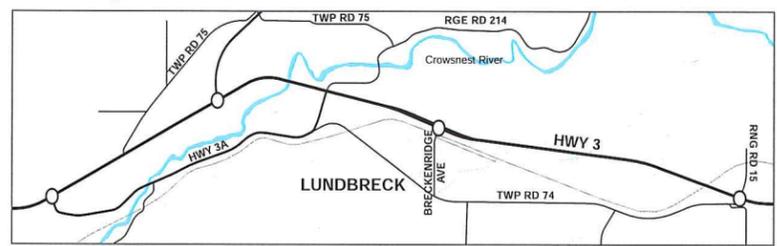
Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
 - All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations. Space is available to construct loop ramp in future if traffic volumes and safety warrant free-flow movement eastbound Highway 3 to northbound Highway 22
 - Removing direct highway access improves safety for drivers
 - New access to concrete plant in Lundbreck eliminates need for concrete trucks to travel through Lundbreck
- Community connectivity and access:**
 - Provides free-flow right turn southbound Highway 22 to westbound Highway 3
 - Provides continuous local road connections between Highway 22 and Cowley on south side of Highway 3
 - Local road connections provide alternate or emergency route if Highway 3 is closed
 - Local road connections provide access from Highway 22 to residential properties north of Highway 3
 - Local road option 1 provides more direct connection and shorter travel time between Highway 22, Highway 3A and Lundbreck
- Fewer direct property impacts:**
 - Local road option 1 has fewer private property impacts
- Environmental benefits:**
 - Local road option 1 connects to Highway 3A further from Lundbreck Falls avoiding impacts to viewing area
 - Local road option 2 connects to Highway 3A at viewing area at Lundbreck Falls avoiding impacts to public recreation area

Known constraints of this ultimate option:

- Community connectivity and access limitations:**
 - Interchange at Lundbreck is no longer proposed and local road from Lundbreck to interchanges at Highway 22 and Cowley provided
- Direct property impacts:**
 - Local road option 2 has more private property impacts
- Environmental constraints:**
 - Interchange and Highway 3 twinning cross wetlands within existing highway right-of-way
 - Realignment of Highway 22 at Highway 3 is not considered feasible due to slope instability
 - Interchange and Highway 3 twinning cross areas with potential impact to historic resources
 - Local road option 1 requires new bridge across Crownsnest River which impacts east end of Lundbreck Falls public recreation area
 - Local road option 1 may result in noise and aesthetic impacts due to proximity to public recreation area at Lundbreck Falls
 - Local road option 2 may result in noise and aesthetic impacts due to proximity to viewing area at Lundbreck Falls
- Technical challenges:**
 - Former CP railway crossing on Township Road 72 needs to be re-opened to connect Lundbreck to interchange
 - Highway 3 twinning and local road connections cross areas of potential environmental contamination
 - Local road option 1 requires additional cost to construct new bridge over Crownsnest River
 - Local road option 2 requires additional cost to construct longer local road connections to Highway 3A
 - Local road option 2 will require upgrades to existing concrete arch bridge across Crownsnest River near Lundbreck Falls

Interim plan:

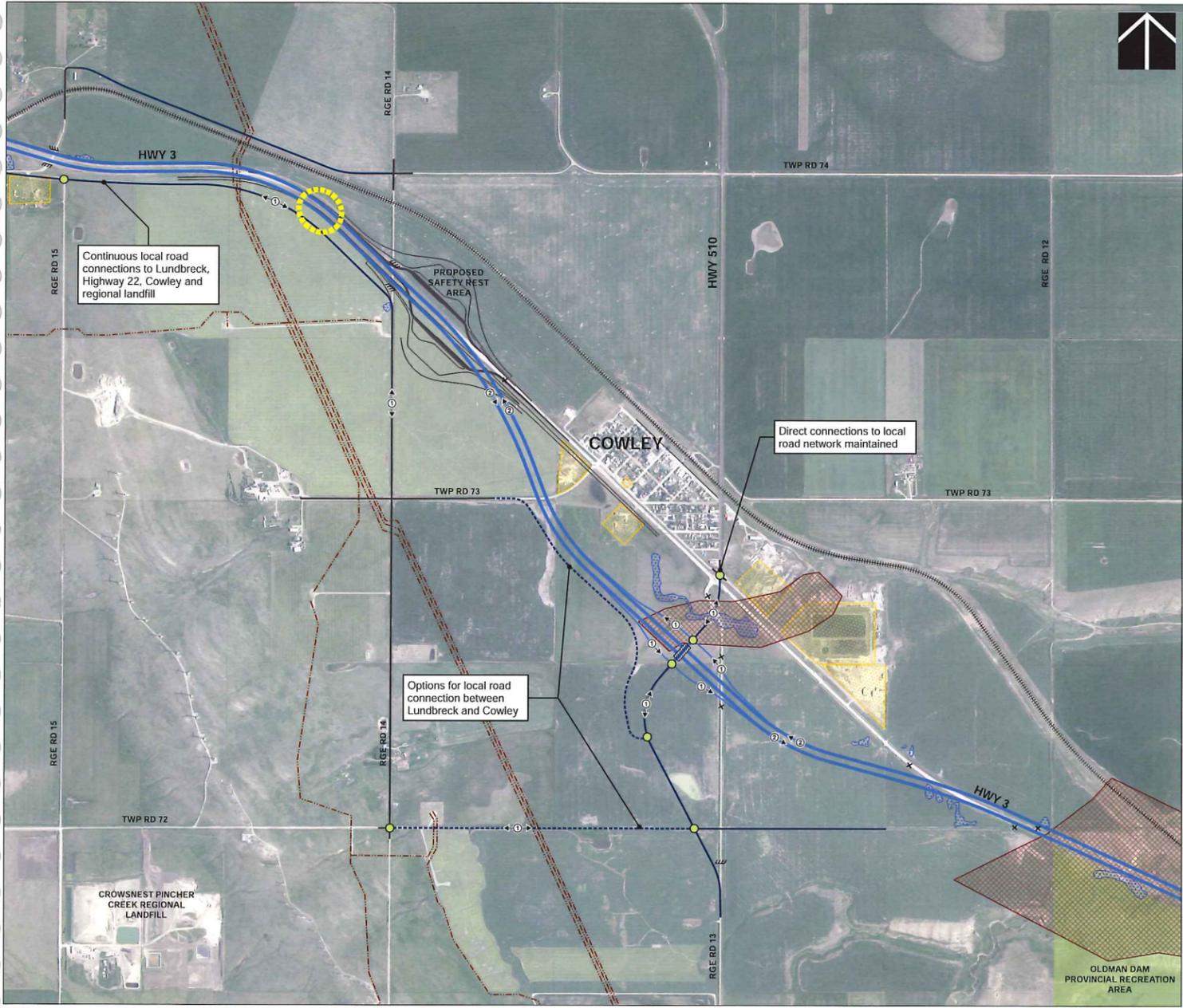


- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Highway 3A – West Junction
 - Highway 22
 - Breckenridge Avenue
 - Township Road 74/Range Road 15
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
- Trail system plan
- Driver information systems
- Wildlife crossing locations and types
- Connections to trails and recreation sites
- Tourism pullout areas
- Measures to attract traffic into communities
- Utility relocation areas
- Environmental mitigation

Cowley Ultimate Options - C1



Potential benefits of this ultimate option:

- Safety for vehicles and wildlife:**
- All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations
 - Removing direct highway access improves safety for drivers
- Community connectivity and access:**
- Maintains existing local road connections in Cowley
 - Provides continuous local road connections on the south side of Highway 3 between Highway 22 and Cowley
 - Two options for local road connections available on south side of Highway 3
 - Regional landfill can be accessed via Cowley interchange and local road network

- Fewer direct property impacts:**
- Fewer private property impacts
 - Extending local road connection along Township Road 72 is within existing road right-of-way and has fewer private property impacts than local road connections directly adjacent to interchange

- Environmental benefits:**
- Highway 3 and Highway 510 realignment reduces area of roadway crossing through wetland
- Technical advantages:**
- Avoids areas of potential environmental contamination east of Cowley and south of Highway 3

Known constraints of this ultimate option:

- Environmental constraints:**
- Interchange and Highway 3 twinning cross areas with potential impact to historic resources
- Technical challenges:**
- Additional cost due to re-alignment of Highway 3 and Highway 510
 - Some impact to proposed safety rest area due to Highway 3 realignment
 - More direct connection from Cowley interchange to regional landfill not considered feasible due to topography near wind turbines southwest of Cowley

Interim plan



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Range Road 14
 - Highway 510 / Range Road 13
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

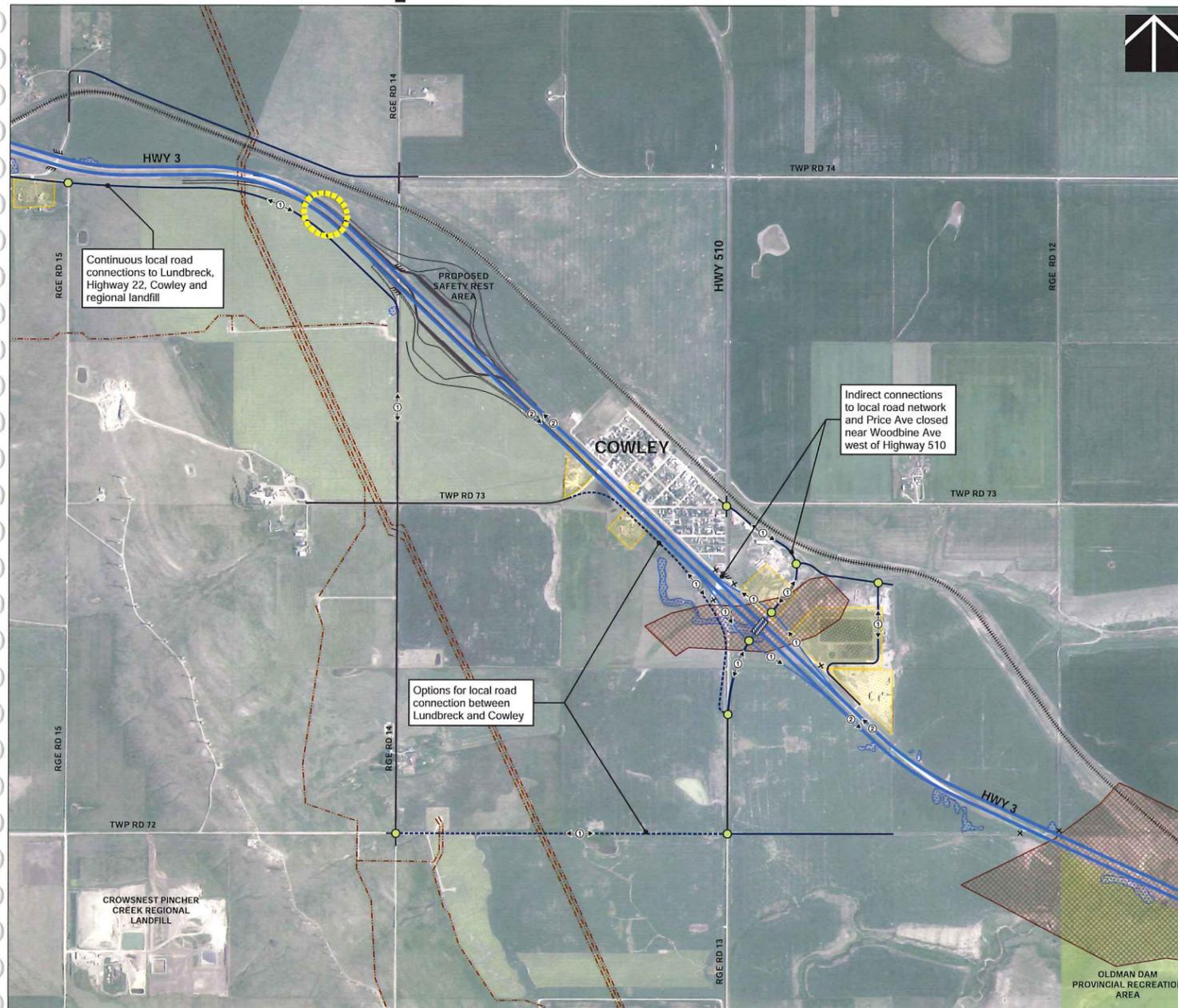
This option includes realignment of Highway 3

Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Wetlands
Proposed Intersection (Stop / Roundabout / Signal)	Area of Potential Environmental Contamination
Existing Intersection	Public Recreation Area
Number of Lanes and Direction	Tourism Pullout
Road Closure	
Access Closure	

- Elements to be addressed in final plan: ✓ = incorporated**
- ✓ Roadway operations and access conditions
 - ✓ Staged approach to construction
 - ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

Cowley Ultimate Options - C2



Potential benefits of this ultimate option:

Safety for vehicles and wildlife:

- All-turns diamond interchange maximizes capacity, improves traffic flow and is consistent with driver expectations
- Interchange-only access improves safety for drivers

Community connectivity and access:

- Highway 3 alignment and interchange remains closer to Cowley
- Provides continuous local road connections on the south side of Highway 3 between Highway 22 and Cowley
- Two options for local road connections available on south side of Highway 3
- Regional landfill can be accessed via Cowley interchange and local road network

Fewer direct property impacts:

- Extending local road connection along Township Road 72 is within existing road right-of-way and has fewer private property impacts than local road connections directly adjacent to interchange

Known constraints of this ultimate option:

Community connectivity and access limitations:

- Impacts access points to properties east of Highway 510 and north of Highway 3
- Creates indirect connection to local road network and properties surrounding lagoon

Direct property impacts:

- More private property impacts
- Proximity of interchange and extent of local roads northeast of interchange may limit future lagoon expansion and commercial development opportunities

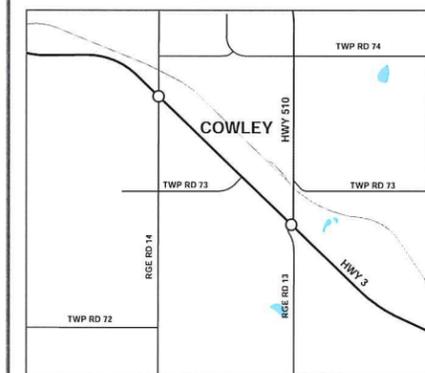
Environmental constraints:

- Interchange sits in a low area and partially crosses through wetland
- Interchange and Highway 3 twinning cross areas with potential impact to historic resources
- Noise and aesthetic impacts due to proximity of interchange to residential properties on east end of Cowley

Technical challenges:

- Highway 3 twinning and local road connections cross areas of potential environmental contamination
- More direct connection from Cowley interchange to regional landfill not considered feasible due to topography near wind turbines southwest of Cowley

Interim plan



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Township Road 74/Range Road 15
 - Highway 510
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

This option maintains existing Highway 3 alignment

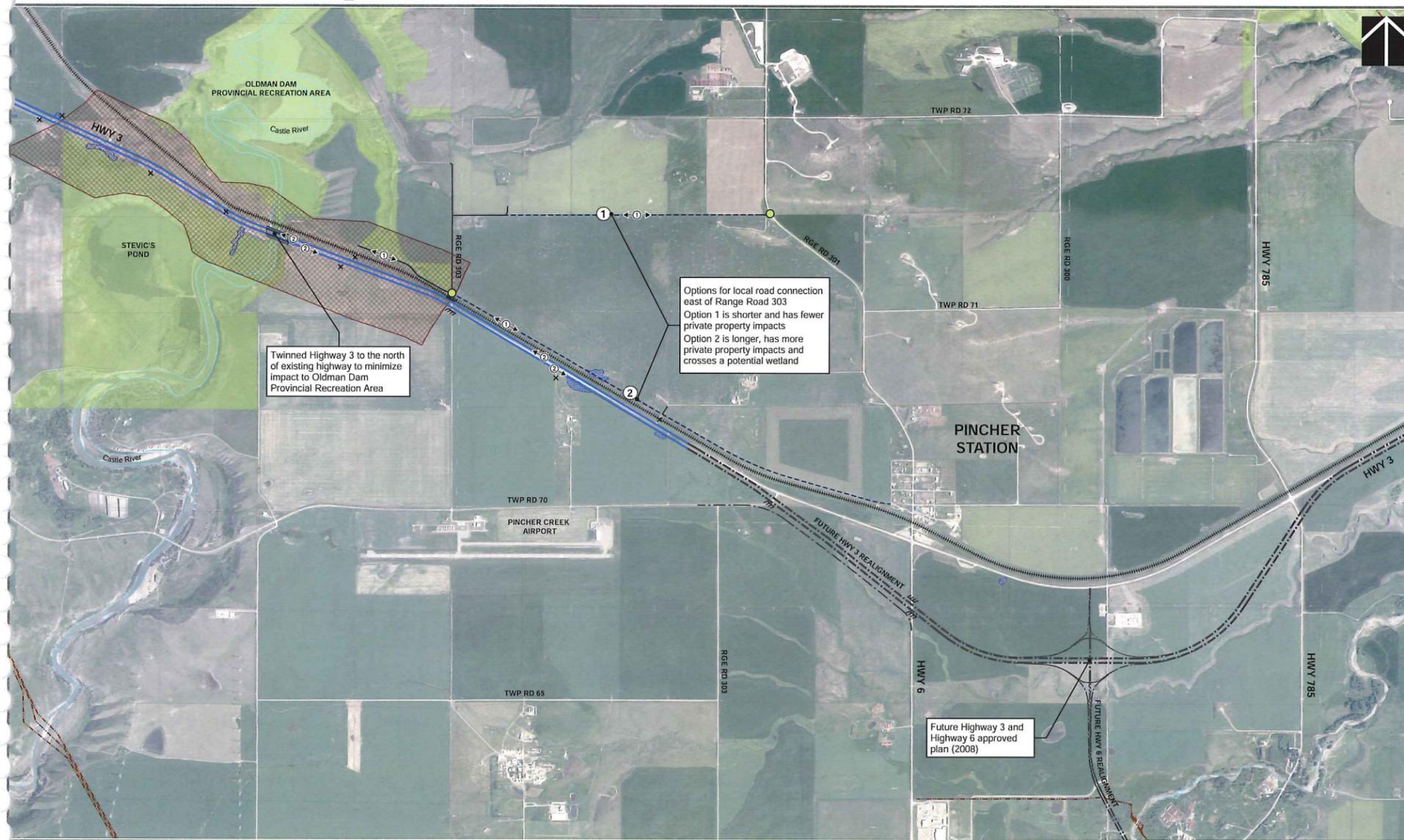
Legend

Proposed Road	Structure / Bridge
Proposed Local Road	Culvert
Local Road Options	High Pressure Pipeline
Existing Road	High Potential for Historic Resources
Railway	Wetlands
Proposed Intersection (Stop / Roundabout / Signal)	Area of Potential Environmental Contamination
Existing Intersection	Public Recreation Area
Number of Lanes and Direction	Tourism Pullout
Road Closure	
Access Closure	

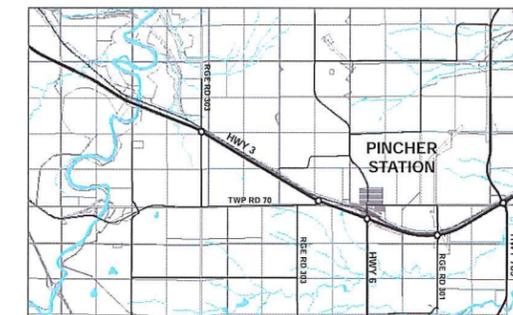
Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
 - Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

Pincher Station Ultimate Options - PS



Interim plan:



- Existing or upgraded at-grade intersections (e.g.: stop controlled, roundabouts or traffic signals) on Highway 3 will remain at:
 - Range Road 303
 - Township Road 70
 - Highway 6
 - Range Road 301
 - Highway 785
- Local road connections will be built where needed to consolidate access points for increased safety and capacity
- At-grade intersections will remain until traffic volumes or safety concerns warrant upgrading to ultimate plan
- Highway 3 is expected to be upgraded in stages and will be considered for construction based on provincial priorities and provincial funding plans

Two options for local road connections to Pincher Station

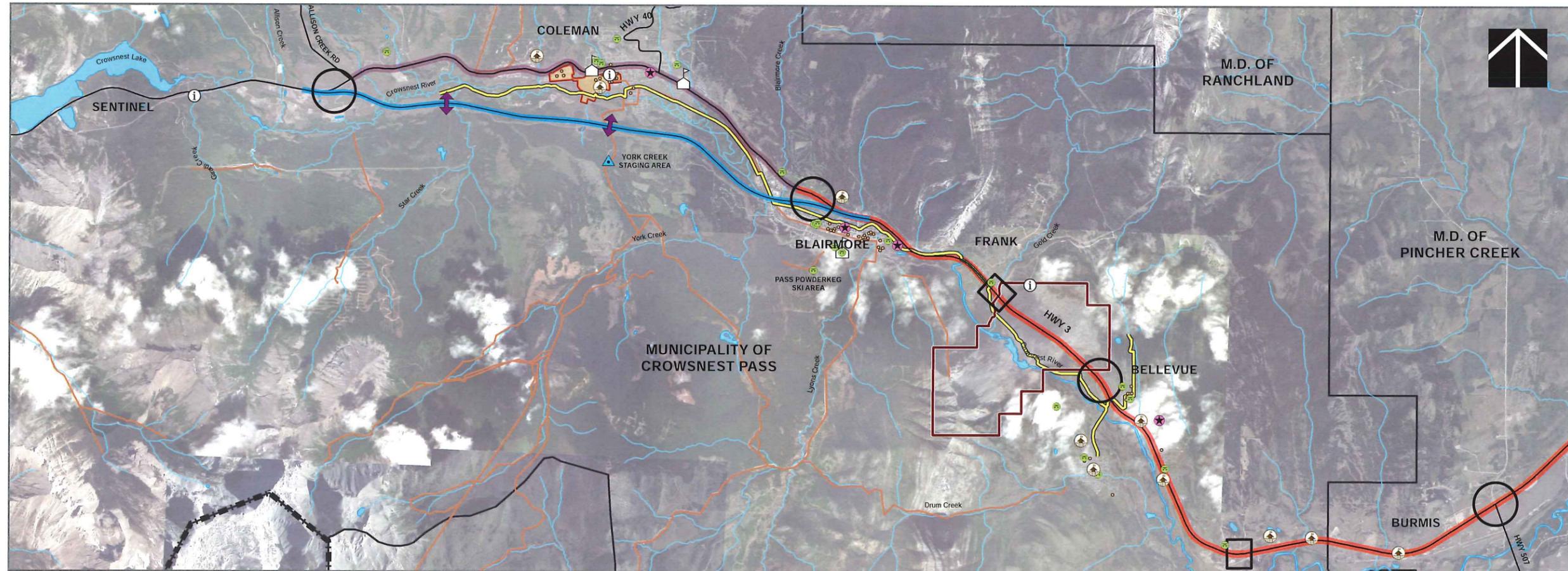
Legend

	Proposed Road		Structure / Bridge
	Proposed Local Road		High Pressure Pipeline
	Local Road Options		High Potential for Historic Resources
	Existing Road		Wetlands
	Railway		Public Recreation Area
	Proposed Intersection (Stop / Roundabout / Signal)		
	Existing Intersection		
	Number of Lanes and Direction		
	Road Closure		
	Access Closure		

Elements to be addressed in final plan: ✓ = incorporated

- ✓ Roadway operations and access conditions
- ✓ Staged approach to construction
- ✓ Direct property impacts
 - Trail system plan
 - Driver information systems
 - Wildlife crossing locations and types
 - Connections to trails and recreation sites
 - Tourism pullout areas
- Measures to attract traffic into communities
 - Utility relocation areas
 - Environmental mitigation

Highway 3 Community Trail Connections



Legend	
Study Alignments & Interchanges	Historical Resources
Highway 3	Historic Location
Highway 3X Truck Route	Historical Building
Highway 3 Business Route	Areas with High Potential for Historic Resources
Approximate Interchange	Coleman National Historic Site
Approximate Flyover	Frank Slide Restricted Development Area
Transportation	Community Buildings
Road	Parks & Recreation
Community Trail	School
Other Trail	Tourism Information
Water Features	Potential Recreation & Emergency Access
Watercourse	
Waterbody	

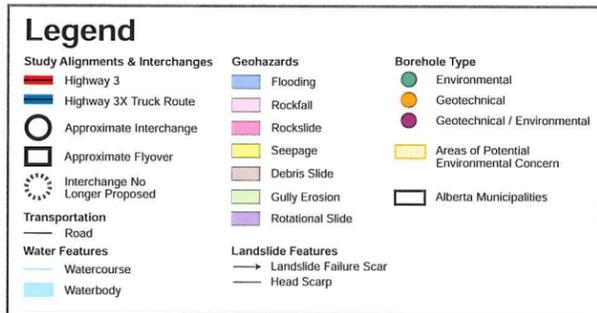
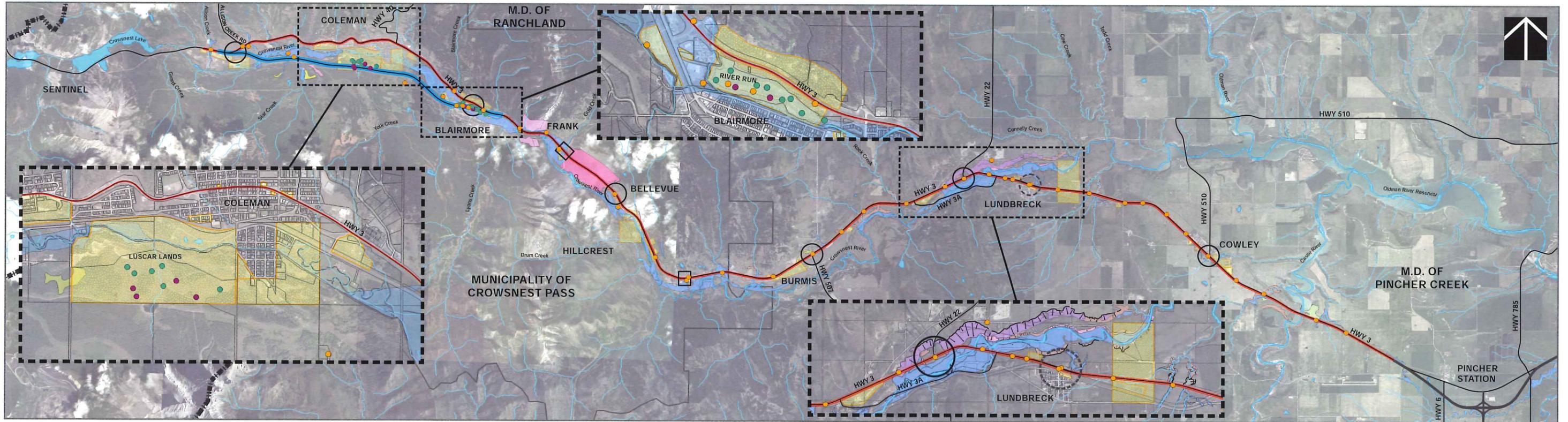
Key features of the existing community trail connections:

- Existing Crowsnest Community Trail (shown on the map above in yellow) is 23 km, non-motorized route that connects communities of Municipality of Crowsnest Pass
- Multi-use trail system is combination of asphalt, gravel, and natural trail surfaces between Willow Drive and Bellevue/Hillcrest
- *Crowsnest Pass Community Trails, Master Plan (June 2009)* references short-term objective "...developing one Main Trail that connects all the communities from Crowsnest Lake at the west end to Leitch Collieries at the east end..." and long-term objective "...expand the trail network by adding loops through residential areas, and fingers that extend to points of interest such as museums, historic sites, memorials, views, quiet places for contemplation, bird and wildlife viewing points, recreational facilities and to trail heads that give access to the vast back country trails..."

Tell us more about community trail connections along the corridor

Environmental Considerations

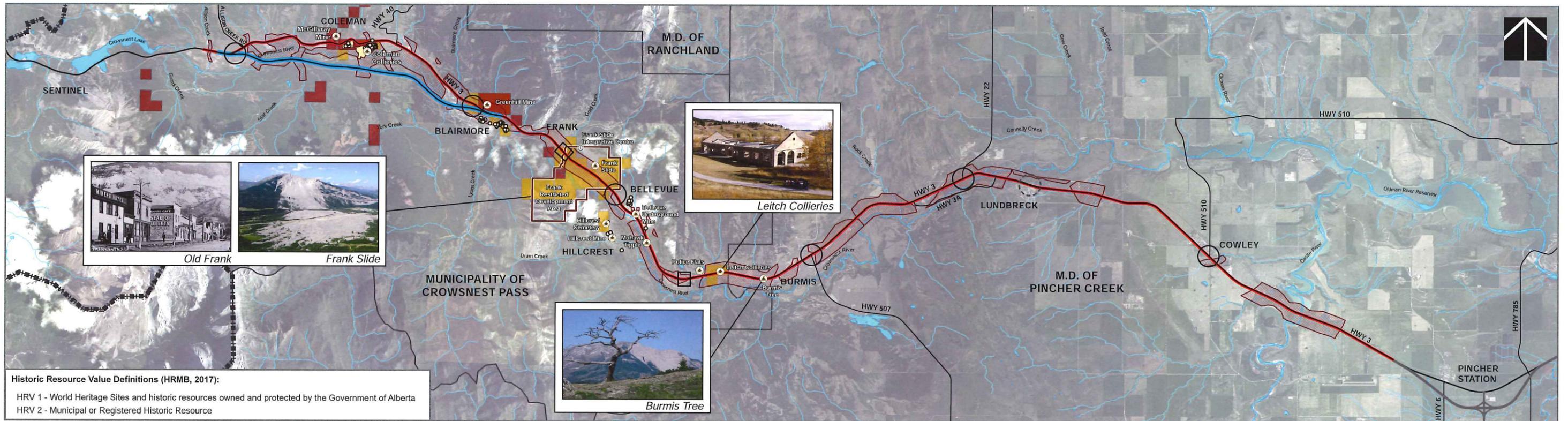
Geotechnical Resources and Contaminated Sites



Key findings for geotechnical resources and contaminated sites in corridor:

- Geotechnical desktop review completed throughout corridor including identification of potential geohazard areas
- Geotechnical boreholes drilled and logged, focusing on interchange, flyover and watercourse crossing areas
- Slope instability identified along corridor, including area of particular note near intersection at Highway 22
- Phase I Environmental Site Assessment (ESA) conducted throughout corridor; up to 79 areas noted to have potential environmental concerns and once a recommended plan is confirmed and prior to construction, potentially contaminated parcels within right-of-way will require further examination
- Phase II ESAs completed:
 - Riverrun area: Coal waste found at depths up to 3.7 m below ground, and contained hydrocarbons exceeding guidelines
 - Luscar Lands: Coal waste found at depths up to 19.6 m below ground and contained hydrocarbons exceeding guidelines
- A detailed review of environmental state of former Devon Gas Plant was conducted to evaluate status of ongoing remediation and to inform route selection
- Feasible mitigation measures for future construction through Luscar Lands and River Run are being assessed and will be described in Environmental Evaluation

Environmental Considerations Historical and Cultural Resources



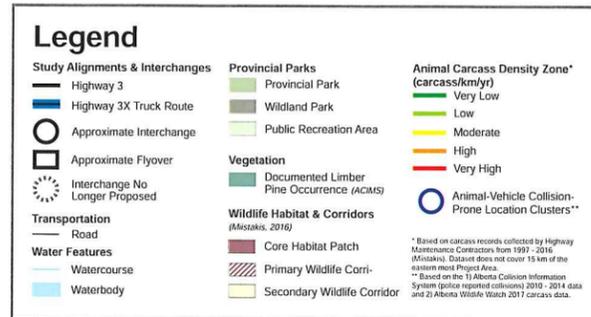
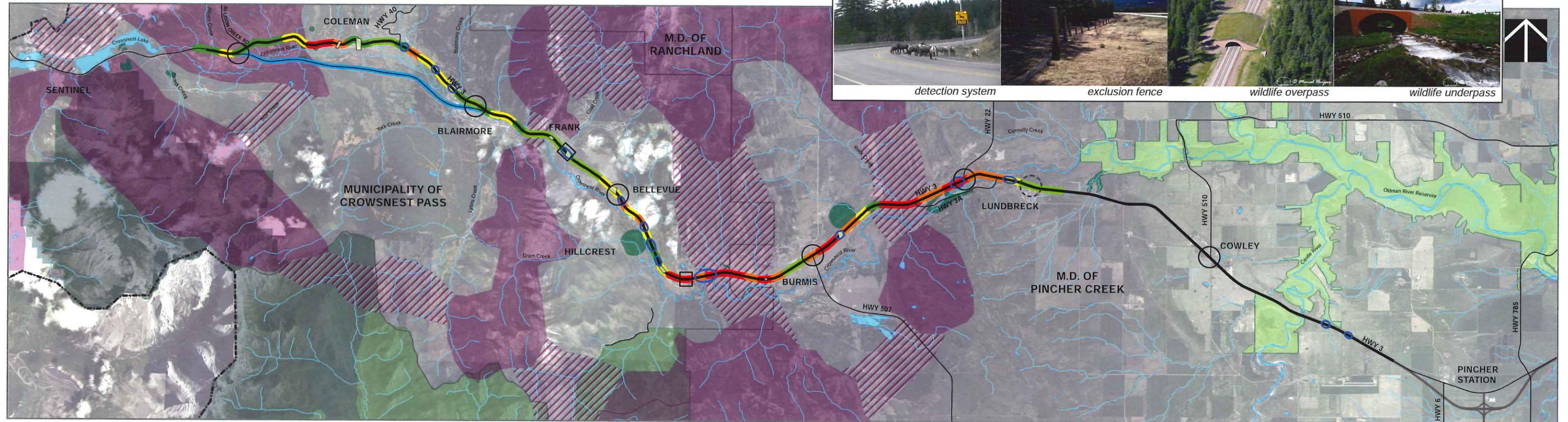
Historic Resource Value Definitions (HRMB, 2017):
 HRV 1 - World Heritage Sites and historic resources owned and protected by the Government of Alberta
 HRV 2 - Municipal or Registered Historic Resource

Legend	
Study Alignments & Interchanges	Historical Resources
Highway 3	Historical Location
Highway 3X Truck Route	Historical Building
Approximate Interchange	Areas with High Potential for Historic Resources
Approximate Flyover	HRV1 and HRV2
Interchange No Longer Proposed	Historic Mining Sites
Transportation	Coleman National Historic Site
Road	Frank Slide Restricted Development Area
Water Features	Alberta Municipalities
Watercourse	
Waterbody	

Key findings for historical and cultural resources in the corridor:

- High potential for historical resources throughout corridor, particularly west of Highway 507
- There are many known archaeological sites, historic structures, Designated Provincial Historic Sites and Registered Historic Sites
- Identified sites will be avoided as much as possible
- Additional considerations are required through Frank Slide and Frank Restricted Development Area
- Project team has been working closely with Alberta Culture and Tourism to obtain as much information on historical resources as possible to inform alignment options
- Mitigation measures will be considered following formal Alberta Culture and Tourism direction

Environmental Considerations Terrestrial Resources

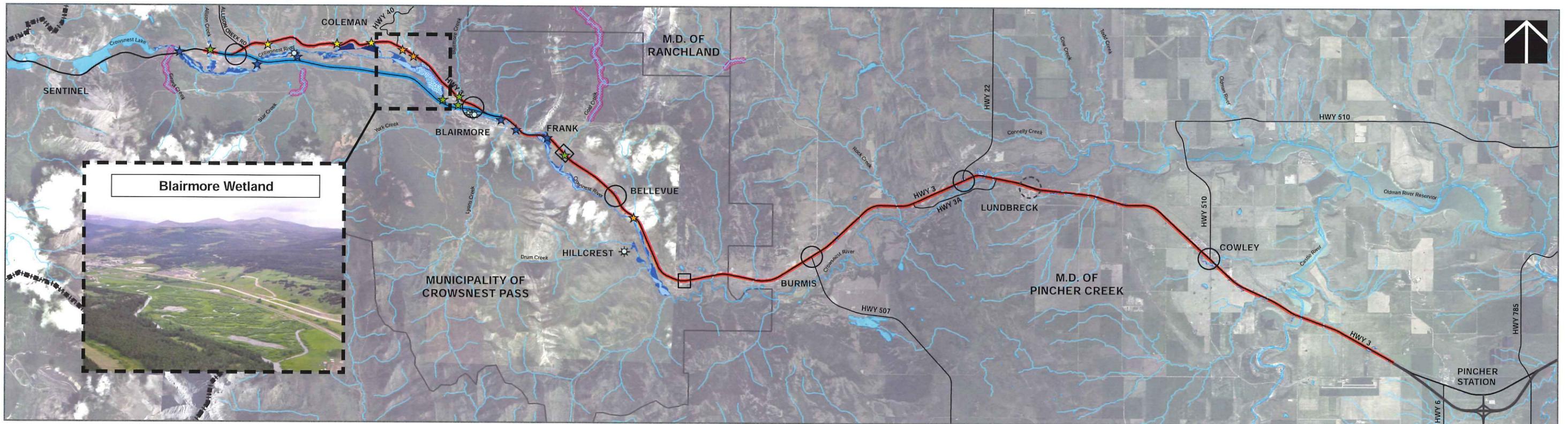


Key findings for terrestrial resources in the corridor:

- Locations prone to animal-vehicle collisions were determined throughout corridor by means of evaluating collision data as reported to police, animal carcass data from highway maintenance contractors, and Government's Alberta Wildlife Watch program
- Wildlife habitat and corridors, and other information from local initiatives from Nature Conservancy of Canada, Miistakis Institute and Yellowstone to Yukon (such as Road Watch in the Pass) were compared to collision-prone locations
- Locations being considered for mitigation to reduce the number of animal-vehicle collisions in the future include: Iron Ridge, at river crossings along Highway 3X Truck Route and east of Blairmore, at Gold Creek in Frank, near Leitch Collieries, at Rock Creek, at river crossing east of intersection of Highways 3 and 22 and at Oldman River Reservoir crossing
- Work is continuing to assess the types of mitigation that would be most beneficial at these locations, such as wildlife exclusion fencing, animal detection systems, overpasses and underpasses.

Environmental Considerations

Water and Aquatic Resources



Legend		
Study Alignments & Interchanges	Water Features	Alberta Municipalities
Highway 3	Municipality's Water Source Wells	Protected Fish Habitat
Highway 3X Truck Route	Watercourse	Westslope Cutthroat Trout Habitat (DFO, 2012)
Approximate Interchange	Waterbody	Watercourse Overall Fish Habitat Rating
Approximate Flyover	Wetlands	1:100 Year Flood Hazard Area (AEP, 2015)
Interchange No Longer Proposed	Flood Fringe	★ Poor
Transportation Road	Floodway	★ Moderate
Water Features	Overland Flow	★ Good
Watercourse		★ Excellent
Waterbody		

Key findings for water and aquatic resources in the corridor:

- Wetlands: The Blairmore Wetland is the largest permanent wetland in the study area and is avoided by Highway 3X Truck Route alignment. Other smaller wetlands are present throughout corridor
- Fisheries: threatened species (Bull Trout, Westslope Cutthroat Trout, and other recreationally important species), excellent habitat and challenging terrain are present
- Hydrology: watercourse crossings, flood protections and stormwater management are key considerations for draft recommended plan for Stage 1A and options for Stages 1B and 2
- Groundwater: Municipality of Crowsnest Pass and other domestic use water source wells are located throughout corridor
- Other aspects assessed but not shown: navigable waters, water quality
- When avoidance is not possible, feasible mitigation measures for potential impacts to water features are being assessed and will be summarized in Environmental Evaluation

Blairmore Wetland is a highly diverse, productive ecosystem that provides a host of ecological services:

- Sustains a healthy watershed by protecting water quality, providing water storage and infiltration, providing habitat for wildlife, fish and plants, and sustaining biodiversity
- Acts as a groundwater recharge zone, naturally filtering water as it moves into aquifer, providing a clean, sustainable source of drinking water for Municipality of Crowsnest Pass
- Provides flood protection for downstream communities by storing and slowly releasing large volumes of surface runoff
- Provides recreational pursuits and is important to many First Nations

Environmental Considerations

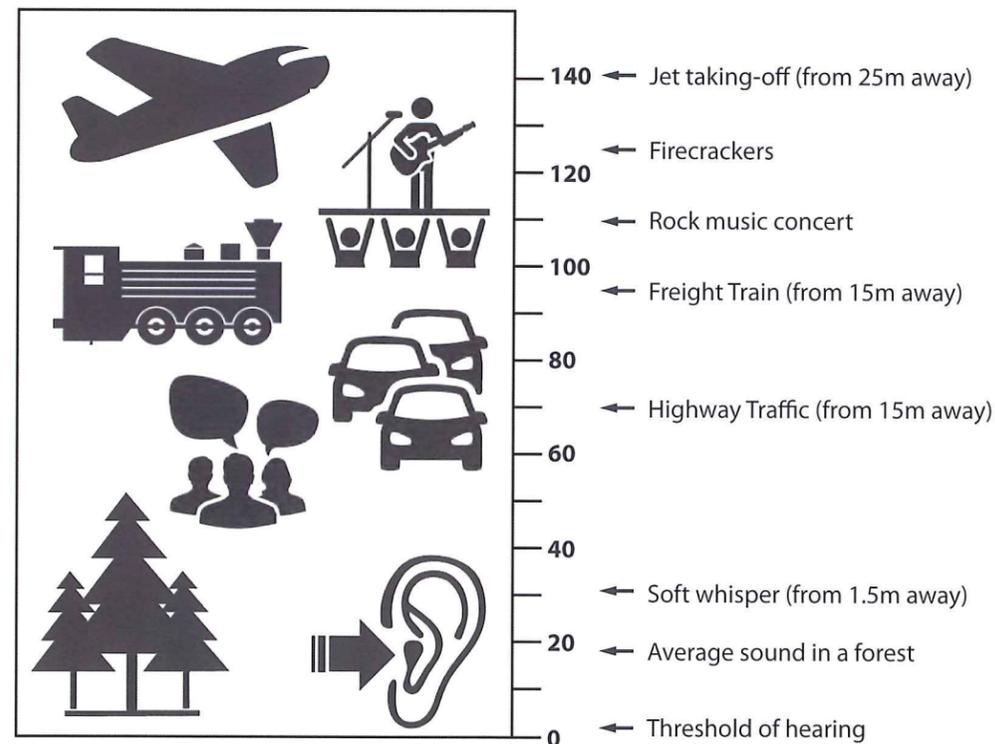
Traffic Noise

How traffic noise is measured

- Noise is defined as sounds generated by vehicles operating on highway
- Noise levels depend on number, speed and mix of cars and trucks; type, elevation, gradient, surface and distance of road
- Noise level expressed in decibels (dB) is taken to mean A-weighted 24-hour equivalent sound level or Leq24
- The Government will consider mitigation where traffic noise levels exceed 65dBA Leq24
- Noise level may be determined by direct measurements with a sound level meter or as a result applying a noise prediction model

Traffic noise on Highway 3 corridor (Sentinel to Pincher Station)

- A baseline noise study was completed in 2017 and included 5 monitoring locations along Highway 3 study area with one location in each of the following communities:
 - Blairmore
 - Frank
 - Bellevue/Hillcrest
 - Lundbreck
 - Cowley
- Based on traffic volumes, grades of roads, speeds and land topography, predictions are made for noise levels that will be generated by traffic at given receiver points; then noise contours for predicted noise level Leq24 are plotted
- Noise analysis for Stage 1A is shown below; noise levels in all residential areas remain below mitigation threshold level of 65 dBA
- Noise analysis for Stage 1B and 2 will continue for draft recommended plans



Keep In Touch

- Please complete feedback form and submit in person today or via email (hwy3fps@islengineering.com) by **June 22, 2018**.
- Information about the project is available at: <http://www.transportation.alberta.ca/6087.htm>



Thank you for attending

Councillor Codes of Conduct

A Guide for Municipalities



Councillor Codes of Conduct: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC), and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Council Code of Conduct Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.

Part 1: The Councillor Code of Conduct Guide

I. What is a Code of Conduct?

A Code of Conduct sets standards to govern people's actions. Typically, a Code of Conduct will outline behaviour that is acceptable and behaviour that is prohibited; it may also include a statement of principles that set out an organization's values which can help guide decision making when the Code of Conduct is silent on a particular matter.

There is currently no set format or model for a Councillor Code of Conduct (Code). Some Codes are aspirational: setting out principled standards of conduct councillors ought to aspire to. Other Codes are prescriptive: laying out prohibitions and rules councillors must abide by or risk sanction. The most effective Codes are a hybrid of both, combining core values and key principles related to the holding of public office and outlining those behaviours and conduct councillors are obliged to model or avoid.

II. Why adopt a Councillor Code of Conduct?

In Alberta, many municipalities have code of conduct policies that apply to their employees; however, it is less common to find a Code that applies to councillors. Although many issues addressed in an employee code may equally apply to councillors, councillors are not municipal employees.

The *Municipal Government Act* establishes the general duties of all councillors and requires that all councillors take the official oath prior to assuming office.¹ It establishes rules regarding pecuniary interests² and specifies what events/conduct will cause a councillor to be disqualified from holding office.³ Despite this, the *Municipal Government Act* does not address councillor conduct that falls short of being a disqualifying event. Instead, the Legislature has seen fit to leave it to each Council to consider how it will govern itself and, accordingly, has delegated authority to a Council to pass bylaws in relation to the conduct of Council and councillors.⁴

III. Why have Councillor Codes of Conduct become mandatory?

In recent years, there is an increased recognition that municipalities benefit from a more detailed and comprehensive Code that governs Council and which complements legislation. In some jurisdictions, such codes have been mandatory for some time.⁵ A Code is one aspect of accountability and transparency both internally, among councillors and between Council and Administration, as well as externally, to the public at large.

In 2016, when the Government of Alberta sought feedback on the current *Municipal Government Act*, it received submissions about councillor conduct. These included submissions that Codes needed to be updated and enforced; that disciplinary sanctions, systems and tools to discourage inappropriate conduct needed to be considered in order

¹ MGA, ss. 153, 155 and 156 respectively.

² MGA, ss. 169-173.

³ MGA, ss. 174-179.

⁴ MGA, s. 145.

⁵ For example, Ontario and Saskatchewan.

to hold councillors accountable; and, that municipalities should have the power to determine the accountability of their councillors through the creation and enforcement of a Code. Submissions were also made about mechanisms to remove councillors and disallowing disqualified councillors from seeking re-election.

The result of these consultations led to the provisions in Bill 20, *Municipal Government Amendment Act, 2015.a*.

IV. What do the new *Municipal Government Act* amendments require?

Bill 20, *Municipal Government Amendment Act, 2015* came into force on October 26, 2017. It amends the *Municipal Government Act* to provide that Council must, by bylaw, establish a Code to govern all councillors equally, by **July 23, 2018**. It also provides that councillors cannot be disqualified or removed from office for a breach of the Code. Further, it amended the councillor duties listed in section 153 to include the duty that councillors adhere to the Code established by Council.

The *Code of Conduct for Elected Officials Regulation, AR 200/2017 (Regulation)* also came into force on October 26, 2017. The *Regulation* sets out the topics each municipality's Code must include.

According to the *Municipal Government Act* and the *Regulation*, Codes must, at minimum, address the following topics:

- a. representing the municipality;
- b. communicating on behalf of the municipality;
- c. respecting the decision-making process;
- d. adherence to policies, procedures and bylaws;
- e. respectful interactions with councillors, staff, the public and others;
- f. confidential information;
- g. conflicts of interest;
- h. improper use of influence;
- i. use of municipal assets and services; and,
- j. orientation and other training attendance.

Additionally, Codes must:

- a. adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- b. incorporate by reference any matter required in the Code that is in addressed or included in another bylaw; and

- c. include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

Council is to consider ss. 3 and 153 of the *Municipal Government Act* when drafting their Code, but Council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor.

What kinds of conduct should be addressed under each of the topics?

The topics enumerated in the *Municipal Government Act* and the *Regulation* are purposefully broad, leaving it open to each Council to determine its values and prescribe conduct that will govern individual councillors. Alberta Municipal Affairs has developed an “Implementation Fact Sheet” for Codes which outlines the intent and rationale of each of the topics, as noted below.⁶ However, there are a number of issues Council may want to consider in relation to each topic as it develops its Code.

a. *Representing the municipality: to build and inspire public trust and confidence in local government by upholding high standards and ideals*

Council may want to consider its key values and principles under this topic. Council should consider the purposes of a municipality⁷ and the general duties of councillors⁸, particularly the duty to consider the welfare and interests of the municipality as a whole and to bring to Council’s attention to anything that would promote the welfare or interests of the municipality. In addition, Council may want to provide that councillors should aspire to be good public role models by governing their public behaviours in accordance with Code and ensuring they conduct their personal affairs with integrity in accordance with the law.

b. *Communicating on behalf of the municipality: to promote public confidence by respecting the process established by council for communicating with the public on behalf of council*

Council may want to consider establishing communication protocols in its Code to address a number of communication issues, including: which councillor or councillors speak on behalf of Council when a matter is decided upon (usually this would be the Mayor/Reeve), how Council and individual councillors address the media, and how Council and individual councillors address communications with third parties, particularly other levels of government.

Council may also want to clarify that communications concerning matters of a political nature should be directed through the Mayor/Reeve whereas matters of an administrative/operational nature are to be directed through the Chief Administrative Officer (CAO). With respect to political matters, the Code should set limits on the

⁶ See “Implementation Fact Sheet: Code for Elected Officials” at <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/7909d159-924a-4429-a3ea-062d1197e136/download/Code-of-Conduct-for-Elected-Officials.pdf>.

⁷ MGA, s. 3.

⁸ MGA, s. 153.

Mayor/Reeve's authority and confirm that the Mayor/Reeve must be careful to communicate only positions approved by Council as a whole.

c. Respecting the decision-making process: to support effective decision-making through the processes set out in legislation and local bylaws for making decisions

The *Municipal Government Act* requires Council to conduct its deliberations and make its decisions in public, save for exceptions expressly set out in the *Municipal Government Act*. Therefore, Council may want to include provisions in its Code that require councillors to bring their issues, correspondence, secondary materials and information to the attention of all of Council by placing such matters on the agenda or presenting the information to Council in accordance with the process set out by Council. These types of provisions should be consistent with the Council Procedure Bylaw, specifically those provisions dealing with public meeting requirements and agenda processes.

Council may also want its Code to affirm that Council as a whole maintains the authority for all decision-making and that an individual councillor must not purport to bind Council, either by publicly expressing personal views on behalf of Council when not authorized to do so or by giving direction to Administration. Your Code may reinforce that Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum.⁹ Your Code may confirm that once Council makes a decision, individual councillors should respect the decision and should not attempt to undermine it.

d. Adherence to policies, procedures and bylaws: to promote service of the public interest and show leadership up holding legislation, local bylaws and policies adopted by council

Council should include provisions in its Code that require individual councillors to abide by and uphold legislation, local bylaws and policies adopted by Council. Council may also want to include provisions that disallow councillors from encouraging the public to disobey or disrespect laws, bylaws or council policies.

e. Respectful interactions with councillors, staff, the public and others: to promote treatment of council members, municipal employees, and others with dignity, understanding and respect

The Code should recognize the different roles and responsibilities of Administration, Council and individual councillors. The *Municipal Government Act* provides that councillors are to obtain information about the operation or administration of the municipality from the CAO or someone designated by the CAO.¹⁰ Moreover, councillors must avoid involving themselves in matters of Administration, which fall within the jurisdiction of the CAO.¹¹ The Code should be consistent with these statutory requirements.

⁹ MGA, ss. 180 and 181.

¹⁰ MGA, s. 207(c).

¹¹ MGA, s. 201(2).

As such, Council may want to establish provisions in its Code for making inquiries of Administration outside of Council meetings. The Code may outline the manner in which inquiries are made of Administration and should stipulate that any information provided in response to a councillor inquiry is provided to all of Council.¹² The Code should be consistent with any existing Council Procedures Bylaw or any such Bylaw must be amended concurrently with the adoption of the Code.

Council may also want to include communication protocols when a member of the public makes an inquiry to a councillor and when a councillor, as a member of the public, makes an inquiry to Administration.

f. Confidential information: *to promote public trust by refraining from using information in a way that would be detrimental to the public interest*

The *Municipal Government Act* provides that a councillor must keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.¹³ However, councillors may also be privy to confidential information received outside of an *in-camera* meeting. As such, Council may wish to broaden the definition of confidential information and prohibit disclosure unless such disclosure is required by law.

It should be noted that the determination of whether confidential information ought to be disclosed is not the decision of an individual councillor. In general, it is a decision that ought to be made by Council as a whole. In the case of information requests made under the *Freedom of Information and Protection of Privacy Act* (FOIP), the determination of whether such information should be released is made by the head of the municipality for the purposes of FOIP.

In order to reduce the risk of unauthorized disclosure of confidential information (inadvertent or otherwise), Council may want to include provisions in its Code that require councillors to return all confidential documents at the conclusion of an *in-camera* portion of a meeting. Further, your Code may remind councillors that it is an offence to willfully collect, use or disclose personal information in contravention of Part 2 of FOIP. A conviction for an offence under this legislation carries with it a fine of up to \$10,000.

g. Conflicts of interest: *to promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office*

The *Municipal Government Act* addresses both the process by which a councillor must deal with pecuniary (i.e. financial) conflicts of interest and the sanctions.¹⁴ Your Code may affirm the importance of abiding by these provisions and should confirm that the determination of whether a councillor has a pecuniary interest is a decision to be made by the individual councillor. Council cannot draft provisions in its Code that allow Council the discretion to dictate whether a councillor must recuse him or herself from discussion of a particular matter.

¹² MGA, s. 153.1.

¹³ MGA, s. 153(e).

¹⁴ MGA, ss. 169-172.

Although councillors must make their own determination about conflicts of interest, a councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council. Council may go further and include provisions in its Code that encourage a councillor to obtain *independent* legal advice on a potential conflict. If Council includes such provisions, it should address whether the municipality will pay for (or reimburse) a councillor for obtaining independent legal advice and under what circumstances, or whether such advice is obtained at the councillor's sole expense.

With respect to non-financial conflicts of interest, it is important to remember that the Code cannot include provisions or sanctions that prevent a councillor from fulfilling his or her legislated duties as a councillor¹⁵, including the duty to vote.¹⁶ Therefore the Code cannot create additional duties that require councillors to abstain for non-financial conflicts of interest, but it may include value statements that guide councillor conduct in this regard including statements about acting in the interests of the municipality as a whole, keeping an open mind, allowing affected persons fair and reasonable opportunities to share their views and considering all arguments fairly and thoughtfully before making a decision.

h. Improper use of influence: *to promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons*

Council should emphasize the importance of advocating for the municipality as a whole in its Code. It should also include statements that promote municipal interests over individual interests, including individual councillor interests. Council should also prohibit councillors from using their influence inappropriately, including to obtain employment with the municipality for themselves, close friends or family, to give individuals or organizations preferential treatment, to act as an agent or advocate of an individual or organization before Council or any of its committees, and to influence members of any adjudicative body whose members are appointed by Council, such as the Subdivision and Development Appeal Board or the Local or Composite Assessment Review Board.

Additionally, Council may want to reiterate the federal *Criminal Code* prohibitions against municipal corruption.¹⁷ The *Criminal Code* states that councillors shall not use the influence of their office for any purpose other than the exercise of their official duties and shall not use their office for any private advantage, sell their vote or receive any preferential treatment from or provide any preferential treatment to another person or corporation.

i. Use of municipal assets and services: *to promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons*

Councillors may, by virtue of their office, have access to various municipal property, equipment and supplies. Council must include provisions in its Code addressing appropriate access and use. Council may want to limit use for municipal and council purposes and disallow business use, personal use or profit. Council may also want to

¹⁵ *Regulation*, s. 6.

¹⁶ *MGA*, s. 174(1)(f).

¹⁷ *Criminal Code of Canada*, s. 123.

address appropriate use of electronic devices (i.e. visiting appropriate sites, streaming and downloading limits, roaming charges).

j. Orientation and other training attendance: to promote effective leadership and personal development by accessing training opportunities

The amendments to the *Municipal Government Act* include a provision that municipalities must offer orientation to councillors within 90 days of the councillor taking the oath of office.¹⁸ Council must draft provisions that address orientation and may want to require councillor attendance at orientation and other training as determined by Council.

V. Are there sanctions for breaching the Code?

Without an enforcement mechanism, a Code is merely a series of guidelines. A Code must establish procedures and consequences in the event a councillor fails to adhere to any provision contained in the Code. This will require designating a person or persons for overseeing compliance of the Code.

The *Regulation* provides that sanctions may be imposed if a councillor fails to adhere to the Code and it provides a list of possible sanctions. These include the following:

- a. a letter of reprimand addressed to the councillor;
- b. requesting the councillor to issue a letter of apology;
- c. publication of a letter of reprimand or request for apology and the councillor's response;
- d. a requirement to attend training;
- e. suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *Municipal Government Act*;
- f. suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *Municipal Government Act*;
- g. suspension or removal of the chief elected official's presiding duties under section 154 of the *Municipal Government Act*;
- h. suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and,
- i. reduction or suspension of remuneration as defined in section 275.1 of the *Municipal Government Act* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Council may choose to adopt some or all the sanctions listed in the *Regulation*. Arguably, Council may also choose to adopt other sanctions more directly related to addressing the breach of the Code, such as limiting council related travel and/or expenses, requiring the return of certain municipal property, limiting access to certain municipal facilities or

¹⁸ MGA, s. 201.1(1).

restricting how documents are provided to the councillor. If Council decides to adopt any of these sanctions, it is important to remember that any sanctions that are imposed cannot have the effect of preventing a councillor from carrying out his or her legislated responsibilities under the *Municipal Government Act*. Additionally, Council does not have the authority to remove a councillor from office; only a Court or the Minister of Municipal Affairs can do so.¹⁹

VI. Who should enforce the Code?

Although the recent amendments to the *Municipal Government Act* have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

Each Code must have a complaint system. Council must develop a system which considers the following:

- a. Who can make complaints? – Fellow Councillors? Administration? Ratepayers? The general public? Affected parties? All the above?
- b. How will complaints be made? - Do complaints have to be in writing? To whom must complaints be made or given? Will anonymous complaints be accepted?
- c. How will Council determine if a complaint is valid? - Who will conduct the investigation? Will all complaints require a formal investigation? Will there be a mechanism to address/dismiss invalid, frivolous or vexatious complaints?
- d. How will sanctions be imposed? – What will be considered in deciding which sanction to impose?

Your Code must specify who can make complaints and who will receive complaints. If complaints are to be handled internally by Council, complaints may be received by the Mayor/Reeve but there should be an alternate person, such as the Deputy Mayor/Reeve, if the complaint is about the Mayor/Reeve. Alternatively, complaints could be directed to a third party investigator or independent integrity commissioner (if Council creates such an office) but it is not appropriate for complaints to be directed to the CAO or staff in Administration for investigation.

Council may want to consider if it will have an initial informal complaint process which must be engaged prior to accessing a formal complaint process. Council should have a process to vet complaints to determine if a complaint is invalid, frivolous or vexatious and the Code should outline what it will do with such complaints.

The Code should also address who will investigate complaints and how they will be investigated. It may be Council as a whole, or authority may be delegated to the Mayor/Reeve to investigate complaints. Alternatively, Council may want to create a local or even an intermunicipal council committee comprised entirely of councillors or public members or a combination of both to investigate complaints. A further option would be to

¹⁹ MGA, ss. 175-178 and 572-574 respectively.

assign an independent third party to investigate complaints, either through retaining an external consultant on an ad hoc or standing basis or by establishing an office of the integrity commissioner. If Council chooses to tailor investigations to the nature of the complaint, the Code should identify the factors that would trigger a particular type of investigation (Mayor/Reeve versus council committee versus third party) and the process for setting up each investigation (how would the committee be formed or how would the third party be retained).

Although the *Municipal Government Act* and the *Regulation* require every Code to include a complaint process, neither imposes a specific process on Council. Therefore, in deciding what type of complaint process to adopt, Council should consider the following:

- Availability of resources and/or expertise;
- Costs;
- Formality of process;
- Seriousness of complaint; and
- Level of independence.

In enforcing the Code, Council must bear in mind that principles of natural justice and procedural fairness likely apply to Council sanctions. In other words, prior to imposing any sanction, the accused councillor should be provided with notice as to the nature of the alleged contravention of the Code and the potential sanction(s) as well as a right to respond to the allegation. Procedurally, after reviewing the results of the investigation and receiving the submissions from the accused councillor, Council should withdraw *in-camera* to consider whether a breach has been established. If there is no consensus then separate reasons can follow, but the decision of Council on whether to sanction the accused councillor must be delivered in public, as Council can only pass a resolution in the public portion of the meeting.

As noted above, some municipalities may choose to create an office of the integrity commissioner to receive complaints, investigate, and recommend sanctions. If you decide to pursue this option, it is important to note that the commissioner needs to be independent and that their mandate should only extend to investigating complaints and *recommending* sanctions. It is still up to Council to make a final determination about the enforcement of its Code and the imposition of sanctions. Establishing an independent office of the integrity commissioner is a significant undertaking which may involve the creation of a designated officer position by bylaw, with potentially significant cost implications, and a thorough discussion regarding this matter is beyond the scope of this Guidance Document.

VII. How do you develop, approve and communicate your new Code?

The ideal time to consider adopting a Code is when there are no immediate or ongoing councillor conduct issues or disputes. That way, your Code can be developed in a calm environment and in a reasonable, principle-driven way. Developing a Code early in Council's term ensures that expectations are agreed upon at an early stage, setting the groundwork for good governance. **Your Code must be adopted by July 23, 2018.**

Developing a Code requires consideration of Council's values. These values will help formulate the ethical basis of the Code and they will help guide behaviour when the Code is unclear or silent. Your Code should not be driven by Administration – it should be driven by Council.

Workshopping with a facilitator can be an effective way to reflect on the values and behaviours Council wants to adopt. Council may also want to seek public input on the values and standards the public believes Council should abide by. Council should also seek legal advice prior to formally adopting the Code to ensure its Code is in line with relevant legislation and case law.

Council must adopt its Code by bylaw. This means the Code will be available for public review and comment. Once adopted, the Code should be made available to Council, Administration and the public. Council may also want to make an annual review and/or training about the Code a provision of the Code.

What are some other things to consider in your Code?

The *Municipal Government Act* and the *Regulation* provide the minimum topics your Code must address. However, there are a number of other issues that are often included in Codes. We have addressed a few of these additional optional considerations below.

a. A Statement of Values

As discussed above, many Codes identify and elaborate on key principles and values that Council agrees are fundamental to the successful performance of a councillor's duties as an elected official. Common themes include, but are not limited to, integrity, accountability, leadership, responsibility, service, respect, and transparency.

b. Councillor Conduct at Meetings

If not already dealt with in a Council Procedure Bylaw, the Code could set out appropriate behaviours at meetings including prohibitions on inappropriate, foul or abusive language or limitations on the use of electronic devices.

c. Election Campaigns

The regulation of municipal election campaigns is governed by the *Local Authorities Election Act* (LAEA). Nevertheless, your Code may address campaign-related issues in a manner that complements the LAEA. For example, your Code may stipulate that councillors are not permitted to use the municipality's equipment and facilities for campaign-related activities. Similarly, the Code may provide that councillors may not engage municipal staff for any election-related purpose during working hours. It would also be prudent to prohibit the use of municipal websites, email and social media accounts for election campaigning, including restricting the linking of private campaign websites and social media accounts to the municipality's website. Further, your Code may stipulate that councillors are personally responsible for ensuring their compliance with all applicable election-related statutes, and therefore should not make inquiries of, or rely on municipal employees for advice and direction in this regard.

d. Remuneration and Expense Claims

Councillors inevitably incur a diverse array of expenses in the course of the official duties. Many Codes set out what expenses are reimbursable, including the imposition of any expense limits. Council may want to establish parameters for reimbursement in the following instances:

- Conference fees and any incidental costs including travel, meal and lodging expenses;
- Tickets to community and charitable functions;
- Expenses incurred while hosting third parties, including officials from other heads of government and out-of-town delegations;
- Meal expenses;
- Mileage;
- Cell phone charges;
- General out-of-pocket expenses; and
- Political fundraising events.

With respect to political fundraising events, it is important to note that a municipality is a “prohibited corporation” for the purposes of the *Election Finances and Contributions Disclosure Act*. A prohibited corporation must not reimburse a councillor for buying a ticket to a fund-raising event held by a Provincial political party, a constituency association or a candidate. Such reimbursement has been determined by Alberta’s Chief Electoral Officer to be an indirect contribution in violation of the *Act*.

Further, your Code may set out a process for the review and approval of expense claims, if such a process does not already exist elsewhere in policy.

e. Gifts and Hospitality

Council may want to include provisions about the acceptance of gifts, including prizes, and hospitality in its Code, which are items closely related to the topics of “conflict of interest” and “undue influence”. Councillors often received gifts or hospitality as an incidental benefit and as a genuine token of appreciation but if a gift or hospitality is given, *or perceived to be given*, in an effort to influence, or manipulate a councillor, it may be problematic. Council may want to include provisions in its Code to clarify when acceptance of a gift or offer of hospitality is acceptable, including protocols and parameters which address the following:

- circumstances where a councillor receives a benefit from a supplier and subsequently participates in a decision involving that supplier;
- the receipt of food, alcoholic beverages, lodging, transportation and/or entertainment from third parties;

- the entitlement of councillors to accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerts, sporting events, etc., and if so when, and in what context;
- the use of property or facilities such as vehicles, office space, or vacation property from third parties;
- the maximum value of gifts which may be accepted by an individual councillor; and,
- the receipt of a gift for the municipality.

It is common for Codes to recognize certain exemptions for gifts and benefits received by a councillor that “normally accompany the responsibilities of office” and are received “as an incident of protocol or social obligation”. Food and beverages consumed by a councillor at events that serve “a legitimate business purpose” is another common exception to the rule against accepting gifts, although additional parameters may be established, such as requiring a representative of the organization extending the invitation to be in attendance and/or a stipulation that the value of the food/drink be “reasonable” and the invitations “infrequent”.

As noted above, your Code may also establish monetary limits respecting the receipt of gifts and benefits from any one person or organization over the course of a specified period. Further, or in the alternative, your Code might require that councillors file an annual disclosure statement listing the gifts and benefits received during a specified period, including an approximation of their monetary value.

Council may also want to address the receipt of “official gifts” received on behalf of the municipality by a councillor as a matter of protocol. The Code may, for example, clarify that such gifts are the property of the municipality and will remain with the municipality after the councillor ceases to hold office.

f. Use of Social Media

Although Council is required to address a number of communication issues, Council may want to specifically address the appropriate use of social media. Council may want to adopt provisions that recognize that personal use of social media should be kept separate from a councillor’s professional use. Your Code may want to discourage councillors from opening up their personal social networks for official business as doing so can result in a blurring of the lines between a councillor’s official capacity and their personal capacity and potentially expose the councillor to unintended and undesirable consequences.

Councils may also consider adopting guidelines on responsible social media use by councillors to ensure that the reputation of Council and the municipality is not adversely affected by the social media activity of one councillor. Council may also want to develop protocols about how councillors should respond to comments from residents posted on social media sites, whether these are service requests, compliments or complaints.

Part 2: Bylaw Template

The following is a sample bylaw for a councillor code of conduct. It is intended to be a template for municipalities in Alberta to assist in the drafting of a bylaw that establishes a code of conduct. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective bylaw review processes to ensure consistency and accuracy.

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

[Optional provision if the Code is also to apply to non-elected members of Council Committees: AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors]; [NOTE: if this bylaw is to apply to non-elected members of council committees the definition of “Member” in Section 2 below will need to be updated accordingly.]

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the **[insert name of municipality]**;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the [insert applicable title: e.g. CAO];
- (c) [Insert applicable title, e.g. “CAO”, “City Manager”, County Manager, “Town Manager”, etc] means the chief administrative officer of the Municipality, or their delegate;
- (d) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve];

-OR-

- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve] and includes members of council committees or other bodies established by Council who are not councillors or the [insert as applicable: Mayor or Reeve];
- (g) “Municipality” means the municipal corporation of the [Insert name of municipality].

3. Purpose and Application

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the **[Insert as applicable: Mayor/Reeve]** is Council's official spokesperson and in the absence of the **[Insert as applicable: Mayor/Reeve]** it is the **[Insert as applicable: Deputy Mayor/Deputy Reeve]**. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the [Insert applicable title, e.g. "CAO", "City Manager", County Manager, "Town Manager", as defined above];
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. **[Alternative provision to section 9.2 above]:** In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.5. **[Optional additional provision]:** Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;
 - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (g) law enforcement matters;
 - (h) litigation or potential litigation, including matters before administrative tribunals; and
 - (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. **[Optional additional provision:]** It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. **[Optional additional provision:]** No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.]
- 11.3. **[Optional additional provision:]** Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. **[Optional additional provision:]** Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. **[Alternative Provision:]** Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the

Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

[Alternate Provision]

- 13.3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

[Alternate Provision]

- 13.4. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.

[Optional Provision: Remuneration and Expenses]

- 13.5. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.6. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

[Optional Provision: Gifts and Hospitality]

- 13.7. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 13.8. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed **[insert dollar limit]**.
- 13.9. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

[Optional Provision: Election Campaigns]

- 13.10. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

[Optional Provision: Informal Complaint Process

- 13.11. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the [insert as applicable: Mayor/Reeve] to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the [insert as applicable: Mayor/Reeve] is the subject of, or is implicated in a complaint, the person may request the assistance of the [insert as applicable: Deputy Mayor/Deputy Reeve].
- 13.12. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

14. Formal Complaint Process

- 14.1. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

15. Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

16. Review

- 16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this ___ day of _____ 2018.

READ a Second time this ___ day of _____ 2018.

READ a Third time this ___ day of _____ 2018.

SIGNED AND PASSED this ___ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE
OFFICER/OTHER]

Coffee with Council Notes
June 19, 2018; 6:30 pm
Coalfields School

In attendance:

Reeve Quentin Stevick, Councillors Rick Lemire, Bev Everts, Brian Hammond and Terry Yagos
Staff: CAO Sheldon Steinke and Tara Cryderman
26 members of the public

Councillor Bev Everts opened the meeting, the time being 6:35 pm.

Introductions of Council and Staff occurred, followed by introductions of the members of the audience.

Reeve Quentin Stevick chaired the meeting and called for questions from the audience.

Livingstone - Porcupines Hills Recreation Plans

- The recent adoption of the Livingstone - Porcupine Hills Recreation Plans were mentioned.
- This is significant to the protection of the Eastern Slopes, and to the residents within that area, as OHVs are no longer permitted in some areas of the region.
- Council was thanked for their support in protecting the Eastern Slopes and the Heritage Sites within their area.

Beaver Mines Water and Wastewater Project

- Water Systems
 - Who is paying for the operating costs associated with this project, as well as the operating costs for the water system for the Village of Cowley and the Hamlet of Lundbreck?
 - These costs should be covered by the users of the system, and not subsidized by the entire MD.
 - The operating costs versus capital costs were discussed. The users should cover the operating costs; the MD should cover the capital costs.
 - The accounting system for determining the actual operating costs for the water systems was discussed. It was felt by one resident that this accounting system was lacking in the ability to determine actual costs.
 - The trucking of potable water last summer, during low water events, was discussed and explained.
 - The arrangement and agreement with the Village of Cowley was shared and explained.
 - Water metering was discussed.
 - The difficulty of recovering actual operating costs from the users was discussed. The general public does not want service fees increased to cover actual costs.

- Timeline of
 - When do we realistically think this project will be completed?
 - The timeline for the water project portion of the Beaver Mines Water and Wastewater Project is scheduled to be completed in 2018. Water lines will be installed to the perimeter of the Hamlet, however, water cannot be connected to the residences until wastewater is also connected.
 - A question was asked regarding the self-sufficient residents that have functioning holding tanks already and do not require wastewater lines. Could water be installed to these houses? It was suggested to ask MPE at the June 26 Question and Answer Period.
 - It was suggested that specific questions regarding this project be submitted to the MD, via our website or email, prior to the June 26 meeting.
 - It was suggested that a Citizen Technical Advisory Committee would be beneficial with regards to the impact to the community. This would allow citizens to make suggestions to the consultants throughout the project.
 - Further engagement with the community was requested.
 - The proposed plans were discussed. Are these plans “written in stone?”.

- Wastewater Portion
 - The wastewater portion and the sewer lines to the Town of Pincher Creek and to Castle Mountain were discussed.
 - The wastewater portion is still to be determined. Several options, including a pipeline to Pincher Creek, pipeline to Cowley/Lundbreck and locating a suitable site for a lagoon system are all still being investigated. Preliminary costs have been provided, however, no final plans have been determined.
 - Future growth of the area was discussed, with relation to the proposed pipeline size.
 - The chemicals required for this process were mentioned.

- Penalties
 - The timeline for the water portion of the project was discussed.
 - There are penalty clauses within the contracts to address the timelines.

- Future Development / Ability to Tie into Waterline
 - The ability to tie into the waterline to Castle Mountain was discussed
 - Future development along the Buckhorn Road was discussed. What about condominiums in the area?
 - Could the Waterline be planned for the Buckhorn Road?

- Communication to Residents regarding the Project
 - Communication between the MD and the residents of Beaver Mines was discussed.
 - Can information regarding the project be communicated with the Hamlet, not just the Community Association?
 - Updates are posted to our webpage when available,
 - Communication solutions were discussed.

- There was discussion about Direct Email from the MD to BM residents versus the Web Site to help with the information process about the utility system.
- Location of Sewer Lines
 - The location of the sewer lines were discussed. Are the lines going along Second Avenue? This is not a preferred location.
 - The cost of the installation of the lines from the curb stop to the residence was discussed.
 - The MD will install the lines to the curb stop; it will be the responsibility of the ratepayer for costs associated with installation after this location. Similar to any other new development.
 - Who will complete this work, which company will be responsible for this, how will ratepayers determine which company, etc were all discussed.
 - Will the location of the curb stop installation be discussed with the landowner?
 - The best form of communication to the ratepayers was discussed.
- FireSmart
 - The firesmart plan around the Hamlet of Beaver Mines was discussed.
 - Firesmart between neighbours was discussed.

Paving of 774

- The contract has been awarded for this project.
- The timeline has been determined for July 15 – October 31.
- The cost of the project came in under the engineered costs.
- Fencing along Highway 774 was discussed.
- Alberta Transportation does not fence highways; this would fall under Alberta Parks' jurisdiction.
- Could Council lobby and support fencing along Highway 774?

Open Range Concept with the Castle Parks

- The liability on the producers that have livestock within the Castle and Wilderness Parks was discussed.
- The future of this program is undetermined.
- Safety was discussed. Now that the highway is to be paved, speeds could potentially increase, putting livestock and citizens in increased danger.
- Could Council speak to the appropriate Ministers regarding this to determine the future of the program?

Castle and Wilderness Park Access

- Access to the newly created parks is down Gladstone Road.
- The increase in dust, speed of vehicles and road maintenance was discussed.
- Speed signs posted along this road was discussed.

Zoning within the Urban Fringe Land Use District

- Approval authority within the Urban Fringe Land Use District was discussed.
- The MD has approval authority; the Town of Pincher Creek is consulted when necessary, based on stated regulations.

Development within the Hamlet of Beaver Mines

- Development within the Hamlet of Beaver Mines and the installation of a sign was discussed.

WiFi / Cell Service within the Castle Area

- Cell service and WiFi in the Castle Area were discussed.
- This is an essential service, as well as a safety concern.
- It was suggested to contact Alberta SouthWest for assistance with lobbying for this service.
- It was also suggested that the community associations for both Beaver Mines and Castle Mountain lobby both the Federal and Provincial governments.

Subdivision / Growth Study of the Hamlet of Beaver Mines

- Future subdivision and the growth study of the hamlet was discussed.
- Amendments to the planning documents require public engagement in the form of Public Hearings, providing the public an opportunity to comment and be engaged in the decision.
- It was requested that a growth study occur sooner than waiting for an update to the Municipal Development Plan.

Taxation

- What can residents see from the MD as a result of the increase in taxation this year?
- What do the residents of the MD get for their taxes?
- What was the rationale for the increase this year?
- The relationship between taxation, assessment and services requested and provided were discussed.
- Revenues versus assessment was discussed. The revenues, assessment and linear taxation were all down from last year, while the requisitions from the Schools, Pincher Creek Foundation and the Emergency Services Commission were increased.
- Residents were encouraged to review their tax statements to determine if their actual MD taxes increased or if the increase was from other sources. Also, a review of assessment was encouraged. If the resident determined that their assessment was not accurate, they were encouraged to contact the Assessor.
- Roads and road maintenance were discussed, as well as emergency services response on the roads.

Buried Utilities Lines / Invasive Weeds

- The installation of utility poles above ground were mentioned.
- Invasive weeds were mentioned.

Priorities

- Reeve Stevick was requested to provide his top three proudest moments.
- The forward movement of the new council, the working relationship with the Province and with the Town of Pincher Creek were mentioned.
- Priorities of Council were discussed.
- Infrastructure / Roads/ Bridges, upgrades and other monetary requests were mentioned and discussed.

Road Maintenance

- Snow fencing installation was mentioned.
- The benefits of living within the MD were shared. It was felt that we are very fortunate to live here. The increase in the request for services will increase taxation levels.
- What is a reasonable timeline for grading a road?
- The summer and winter policies were discussed.
- The call log was discussed. Residents are encouraged to call the Administration Office and have their request entered into the log. This allows Council to track requests and response times for completion of the request.
- Grading and plowing of roads were discussed further.

Wind Power / Linear Generation

- Revenues generated from the wind turbines was discussed.
- Transmission lines, as a result of the wind farms, were discussed.
- Depreciation of wind towers were explained.
- The impact on the community once the Shell Plant is decommissioned was discussed.
- SASCI is doing an assessment on the potential impact of Shell's departure from the community. This will leave a potential gap in the area and how to fill this gap is being investigated.
- Taxation was discussed further, including the relationship of the School Requisition, the Pincher Creek Emergency Services Commission and the Pincher Creek Foundation to the final tax bill.
- Expenditures versus revenue was discussed.

Budget Discussion

- The budget was discussed.
- The requirements of ratepayers was discussed. Council needs to know what their ratepayers want in terms of services.
- The monetary obligations and requirement that are considered when drafting a budget was explained.
- The demographics of ratepayers was discussed.
- Assets of the MD and Asset Management was mentioned.

It was determined that no more questions were forthcoming and Council was thanked for the opportunity provided to the ratepayers for provide their comments and feedback.

After no further questions, Reeve Stevick thanked everyone for attending the session and bid everyone good night, the time being 8:49 pm.