

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
January 22, 2019  
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

Nil

C. MINUTES/NOTES

1. Council Committee Meeting Minutes
  - January 8, 2019
2. Council Meeting Minutes
  - January 8, 2019
3. Special Council Meeting Minutes
  - January 10, 2019

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

1. Rotary Club of Pincher Creek
  - Recommendation to Council from Interim Chief Administrative Officer, dated January 15, 2019

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - a) Crowsnest / Pincher Creek Landfill Association
    - Minutes of December 12, 2019
  - b) Deadstock Regional Sustainable Solution Meeting
  - c) Picnic Table Repair
2. Councillor Rick Lemire – Division 2
3. Councillor Bev Everts– Division 3
  - a) Alberta SouthWest – Scheduling of upcoming meetings
  - b) Beaver Mines Community Association
    - Minutes of November 17, 2018
    - Safety Tips
  - c) Oldman River Regional Services Commission
    - Minutes of November 6, 2018
4. Reeve Brian Hammond - Division 4
5. Councillor Terry Yagos – Division 5

G. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations
  - a) Dust Control – South Christie Mines
    - Recommendation to Council from Operations, dated January 16, 2019
  - b) Operations Report
    - Report from Operations, dated January 16, 2019
2. Planning and Development
  - a) Request to Purchase Airport House
    - Recommendation to Council from Director of Development and Community Services, dated January 14, 2019

3. Finance

- a) Policy Change – Year-End Overdue Accounts  
- Recommendation to Council from Director of Finance, dated January 16, 2019

4. Municipal

- a) Non-Residential Small Business Taxation Bylaw – Bylaw No. 1298-19  
- Recommendation to Council from Interim Chief Administrative Officer, dated January 15, 2019
- b) Citizen Nominations  
- Recommendation to Council from Interim Chief Administrative Officer, dated January 15, 2019
- c) Police Advisory Committee  
- Recommendation to Council from Interim Chief Administrative Officer, dated January 15, 2019
- d) Invitation to Attend – Community Foundation  
- Recommendation to Council from Interim Chief Administrative Officer, dated January 16, 2019
- e) Invitation to Attend – Lethbridge County  
- Recommendation to Council from Interim Chief Administrative Officer, dated January 16, 2019
- f) Deadstock Collection and Disposal – Regional Sustainable Solutions Initiative  
- Administration Guidance Report from AES, dated January 17, 2019
- g) Interim Chief Administrative Officer Report  
- Report from Interim Chief Administrative Officer, dated January 17, 2019

H. CORRESPONDENCE

1. For Information

- a) Informational Correspondence  
- Recommendation to Council from Interim CAO, dated January 3, 2019, covering:  
- Municipal Sustainability Initiative, dated December 17, 2018  
- Application for the Cowley Ridge Green Power Project – Proceeding 24054, received January 4, 2019

I. CLOSED MEETING SESSION

J. NEW BUSINESS

K. ADJOURNMENT

**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, January 8, 2019; 10:00 am**

Present: Reeve Brian Hammond, Councillors Quentin Stevick, Bev Everts and Terry Yagos

Absent: Councillor Rick Lemire

Staff: Interim Chief Administrative Officer Sheldon Steinke, Public Works Superintendent Stu Weber, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, and Executive Assistant Tara Cryderman

Also: Consultant Leo Reedyk

Reeve Brian Hammond called the meeting to order, the time being 10:00 am.

CAO Sheldon Steinke introduced Meghan Dobie as the new Director of Finance.

1. Approval of Agenda

Councillor Quentin Stevick

Moved that the agenda for January 8, 2019, be amended, the amendment as follows:

Addition to Closed Meeting Session (B) – Medical Professionals – FOIP Section 21  
Addition to Closed Meeting Session (C) – Landfill Incinerator Project – FOIP Section 21;  
Addition to Closed Meeting Session (D) – Land Acquisition – FOIP Section 16;

And that the agenda be approved, as amended.

Carried

2. Closed Meeting Session

Councillor Bev Everts

Moved that Council close the Council Committee Meeting to the public for discussions regarding the following, the time being 10:08 am:

- Public Works Call Log – FOIP Section 16
- Medical Professionals – FOIP Section 21
- Landfill Incinerator Project – FOIP Section 21
- Land Acquisition – FOIP Section 16

Carried

Councillor Terry Yagos

Moved that Council open the Committee Meeting to the public, the time being 11:43 am.

Carried

3. Travel Options

It was determined that flying is the preferred option.

Arrangements will be made for travel to the Spring RMA convention.

4. Round Table Discussion

There was no round table discussion.

5. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 11:59 am.

Carried

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**JANUARY 8, 2019**

9081

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, January 8, 2019, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

**ABSENT** Councillor Rick Lemire

**STAFF** Interim Chief Administrative Officer Sheldon Steinke, Public Works Superintendent Stu Weber, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, and Executive Assistant Tara Cryderman

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

**A. ADOPTION OF AGENDA**

Councillor Quentin Stevick 19/001

Moved that the Council Agenda for January 8, 2019, be amended, the amendment as follows:

Addition to Committee Reports – Division 4 – Addition to Alternate for the Livingstone – Porcupine Recreation Management

Addition to Committee Reports – Division 3 – Representative for Health Care Professional Appreciation Day

Addition to Committee Report – Division 3 –Community Economic Development Workshop

Addition to Closed Meeting Session – Crowsnest / Pincher Creek Landfill Association – FOIP Section 21

And that the agenda be approved, as amended.

Carried

**B. DELEGATIONS**

1. Rotary Club of Pincher Creek

Helene Francois-Dubois, with the Rotary Club of Pincher Creek, attended the meeting to introduce a project the club is proposing for Main Street within the Town of Pincher Creek.

A cohousing project along Main Street was proposed.

The Rotary Club is looking for support from the MD for this project.

**RECESS**

Council recessed the meeting, the time being 1:25 pm.

Council reconvened the meeting, the time being 1:52 pm.

**C. MINUTES**

1. Council Committee Meeting Minutes

Councillor Bev Everts 19/002

Moved that the Council Committee Meeting Minutes of December 11, 2019, be amended, the amendments as follows:

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 January 8, 2019

Page 2 of 3 – First Paragraph – Change the word “curative” to “cumulative”;  
 Page 2 of 3 – Fourth Paragraph – Change the sentence to read “AUC does not need MD approval...”

And that the minutes be approved, as amended.

Carried

2. Council Meeting Minutes

Councillor Bev Everts 19/003

Moved that the Council Meeting Minutes of December 11, 2018, be approved as presented.

Carried

3. Special Council Meeting Minutes

Councillor Quentin Stevick 19/004

Moved that the Special Council Meeting Minutes of December 13, 2018, be approved as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes to discuss.

E. UNFINISHED BUSINESS

1. STARS Update Delegation Presentation

Councillor Quentin Stevick 19/005

Moved that the December 11, 2018 delegation presentation from Glenda Farnden with STARS Foundation, be received as information.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1

(a) Crowsnest / Pincher Creek Landfill Association

- Minutes of November 14, 2018

(b) Picnic Bench at the Pine Ridge Look Out

(c) Portable Permanent Snow Fencing

2. Councillor Rick Lemire – Division 2

Not Present

3. Councillor Bev Everts– Division 3

(a) Agricultural Service Board

- Minutes of November 29, 2018

- Regional Sustainable Solution Meeting – Deadstock Collection and Removal –  
 January 16, 2019

(b) Oldman River Regional Services Commission

- Minutes of September 6, 2018

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 January 8, 2019

- (c) Southern Eastern Slopes Conservation Strategy  
 - Email, dated January 2, 2019

Councillor Quentin Stevick 19/006

Moved that Councillor Bev Everts be authorized to participate in the Southern Eastern Slopes Conservation Strategy on January 16, 2019, from 11:00 am to 12:00 pm.

Carried

- (d) Community Economic Development Workshop

Councillor Bev Everts 19/007

Moved that any Councillors wishing to attend the Healthcare Professionals Appreciation Event, scheduled for Sunday, January 13, 2019 at the Royal Canadian Legion, be authorized to do so.

Carried

- (e) Policing Advisory Committee  
 (f) Director of Operations Retirement Letter

4. Reeve Brian Hammond - Division 4

- (a) Mayors and Reeves  
 - Plugshare.com charging station  
 (b) Livingstone Porcupine Recreation Management Advisory Group

Councillor Quentin Stevick 19/008

Moved that Councillor Bev Everts be appointed as an Alternate to the Livingstone Porcupine Recreation Management Advisory Group.

Carried

5. Councillor Terry Yagos – Division 5

- (a) Regional Emergency Management Organization  
 (b) Lundbreck Citizens Council  
 - Replacement of Floor in the Hall  
 - Patton Park Fencing

Councillor Quentin Stevick 19/009

Moved that the committee reports be received as information.

Carried

G. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations

- a) Operations Report

Councillor Terry Yagos 19/010

Moved that the Operations report from the Director of Operations, for the period dated December 5, 2018 to January 3, 2019, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

a) Road Closure Request – S 21-8-30 W4M

Councillor Bev Everts 19/011

Moved that the request to close and consolidate a portion of the Statutory Road Allowance located adjacent to S 21-8-30 W4M, be approved;

And that the applicant be responsible for all costs associated with the closure and consolidation.

Councillor Quentin Stevick requested a recorded vote.

Reeve Brian Hammond – In Favour  
 Councillor Bev Everts – In Favour  
 Councillor Terry Yagos – In Favour  
 Councillor Quentin Stevick – Opposed  
 Motion Carried

b) Road Closure and Replacement Request SE 3-7-2 W5M and SE 4-7-2 W5M

Councillor Bev Everts 19/012

Moved that the request to close and consolidate a portion of the undeveloped Statutory Road Allowance, located east of and adjacent to, the SE 3-7-2 W5M, be approved, on condition that the applicant provides to the municipality, tilted legal access via registered road plan, through said parcel for the purpose of maintaining legal access to the quarter sections to the north;

And that the applicant be responsible for all costs associated with the closure, consolidation, and registration of the required plans.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – Opposed  
 Reeve Brian Hammond – In Favour  
 Councillor Bev Everts – In Favour  
 Councillor Terry Yagos – In Favour  
 Motion Carried

3. Finance

Nil

4. Municipal

a) Borrowing Bylaw for Beaver Mines Water Distribution and Waste Water Collection and Treatment Infrastructure

Councillor Terry Yagos 19/013

Moved that Bylaw No. 1297-19, being the Borrowing Bylaw for Beaver Mines Water Distribution and Waste Water Collection and Treatment Infrastructure, be given first reading.

Carried

b) Occupational Health and Safety Policy – Workplace Violence and Harassment Prevention – Policy C-SAFETY-001

Councillor Terry Yagos 19/014

Moved that Council adopt the Workplace Violence and Harassment Prevention Policy – Policy C-SAFETY-001.

Carried

c) Fishburn Municipal Park Signage Request

Councillor Terry Yagos 19/015

Moved that Council request the Fishburn Municipal Park Committee submit a design of their desired signage for the Fishburn Municipal Park, for further consideration.

Councillor Quentin Stevick 19/016

Moved that this matter be tabled to the January 22, 2019 Council Meeting.

Tabling Motion Lost

Main Motion Carried

d) Waiver of Tax Penalty Request – Doug Podgorenko

Councillor Quentin Stevick 19/017

Moved that the request, from Doug Podgorenko, to waive the tax penalties, in the amount of \$1,845.93, be denied.

Carried

e) Interim Chief Administrative Officer Report

Councillor Terry Yagos 19/018

Moved that Council receive for information, the Interim Chief Administrative Officer’s report for the period of December 8, 2018 to January 3, 2019.

Carried

H. CORRESPONDENCE

1. For Information

a) Informational Correspondence

Councillor Terry Yagos 19/019

Moved that Council receive the following documents as information:

- Regional Members Notice of Change for 2019, Crowsnest / Pincher Creek Landfill Association

Carried

I. CLOSED MEETING

Councillor Bev Everts 19/020

Moved that Council close the Council Meeting to the public for discussions regarding the following, the time being 3:50 pm:

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 January 8, 2019

1. Affordable Housing – FOIP Section 21
2. Crowsnest / Pincher Creek Landfill Association – FOIP Section 21

Carried

Councillor Terry Yagos 19/021

Moved that Council open the Council Meeting to the public, the time being 3:58 pm.

Carried

J. NEW BUSINESS

1. Affordable Housing

Councillor Quentin Stevick 19/022

Moved that the Affordable Housing Project Report, dated December 17, 2018, be received as information.

Carried

2. Crowsnest / Pincher Creek Landfill Association

Councillor Terry Yagos 19/023

Moved that the letter, from the Town of Pincher Creek, dated January 3, 2019, be received as information.

Carried

K. ADJOURNMENT

Councillor Quentin Stevick 19/024

Moved that Council adjourn the meeting, the time being 3:59 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**JANUARY 10, 2019**

9087

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday, January 10, 2019, at 11:45 am, in the Administration Building, in the Town of Pincher Creek, Alberta.

Notice of the meeting was given by person to each Councillor and a signed Waiver of Notice Form is attached to and forms part of these minutes.

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

**STAFF** Interim Chief Administrative Officer Sheldon Steinke

Reeve Brian Hammond called the Special Council Meeting to order, the time being 11:45 am.

**A. ADOPTION OF AGENDA**

Councillor Quentin Stevick 19/025

Moved that the Special Council Meeting Agenda, for January 10, 2019, be approved.

Carried

**B. CASTLE PROVINCIAL PARK WATERLINE**

Councillor Rick Lemire declared a potential conflict of interest, as he is an employee of the Alberta Government, and left the meeting, the time being 12:10 pm.

Councillor Quentin Stevick 19/026

Moved that Council authorize entering into the Memorandum of Agreement for the Castle Provincial Park Water Project.

Carried

**C. ADJOURNMENT**

Councillor Terry Yagos 19/027

Moved that Council adjourn the meeting, the time being 12:28 pm.

Carried

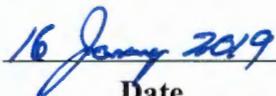
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REEVE

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CHIEF ADMINISTRATIVE OFFICER

## Recommendation to Council

<b>TITLE: Rotary Club of Pincher Creek Delegation Presentation</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: January 15, 2019</b>	
<b>DEPARTMENT: Administration</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<ol style="list-style-type: none"> <li>1. Email, dated December 31, 2018</li> <li>2. Presentation from January 8, 2019</li> </ol>
<b>APPROVALS:</b>			
			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**  
**That Council supports the Cohousing Living Concept Plan, as presented, in principle;**  
  
**And that, once further information on the project becomes available, additional information be provided to Council for further consideration and budgetary decisions.**

**BACKGROUND:**

Helene Francois-Dubois, with the Rotary Club of Pincher Creek, attended the January 8, 2019 Council meeting to introduce a Cohousing Living concept and plan along Main Street within the Town of Pincher Creek.

The Council was asked to support the project, and provide ideas towards the project, but nothing specific was mentioned.

**FINANCIAL IMPLICATIONS:**

None at this time.

## Tara Cryderman

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**From:** Helene Du Bois >  
**Sent:** Monday, December 31, 2018 6:40 AM  
**To:** Tara Cryderman  
**Subject:** Rotary

Dear Tara,

As president of Rotary club Pincher Creek, I would like to present to the MD Council about a project we would like to realize in Main Street .

Can you please let me know if and when it would be possible ?  
Thank you very much and kind regards

Helene Francois-Dubois

## Meeting with MD Coucil Pincher Creek

I am Helene Francois, president of the Rotary club of Pincher Creek. And it is on behalf of our club that I want to present you a project we are working on. We are still at an early stage but we thought it important to share it at this stage so we do not interfere with other projects.

Why did we consider this project?

Because since Walmart came here, many buildings on Mainstreet are empty and we were wondering is there something we can do to help?

We started to look around and listen.

And when I became president of Rotary, I thought if I can have people from our club around a table to work on this, we might be able to revitalize mainstreet!

My suggestion was met with great enthusiasm.

Now here is our project.

When you look at Mainstreet, if there is one spot where you can really make a difference, it is the Sobeys area.

And when you look at economic development, why not focus on retired people, they have time and money!

I found confirmation of this in the book "13 Ways To Kill A Community".

Keep seniors active and happy, and a whole economy will develop around them.

And how can you build a heaven for active seniors?

With a cohousing project!

What is cohousing?

The concept started in 1968 in Denmark and is becoming more and more popular in Europe and North America.

There are already 3 cohousing communities in Alberta and one in the making.

19 in BC, one in Manitoba, 2 in Nova Scotia, 7 in Ontario, and 3 in Saskatchewan.

The idea is housing around a common space where old and young interact and help each other, and share facilities and sometimes meals. A single mom will have help in raising her kids, and a senior without a drivers licence will have no problem to get a ride to the hospital or Coop.

(powerpoint)

What we want to do is a bit different.

We want to build apartments around a big atrium or wintergarden, like at the Lethbridge Lodge, but open for everybody, with lots of glass, where old people can be active, feel useful, and can walk safely in winter (no need to go to Walmart to have some exercise) and where kids can play with their friends under supervision. Would be great to have an inside passage from the atrium to the pool and the library. Then you can really go for a nice walk!

In the atrium, there will be room for a restaurant, a pub, a small grocery store, a daycare, an exercise room, etc..

08/01/2019

Meeting with Council MD Pincher Creek - hmsdubois@gmail.com - Gmail

As the curling rink needs to be rebuilt, it could be integrated into the project.

The idea is to make one harmonious interrelated complex, beautiful, welcoming, and attractive inside and outside with access to sport facilities in winter and the creek and the museum in summer.

It will attract people from other towns because of the quality of life and proximity to tourist destinations

This project could be the beating heart of our town!

What has been done:

David Green is giving us guidance in what can or cannot be done.

Richard Erickson is studying the blue prints to see how we can maximize the use of the site

We are in contact with architects Charles Durrett and Katie Mc Camant in the States who have 25 years of experience in cohousing (book)

Sarah Arthur from Calgary who is a cohousing consultant and lives in a cohousing community is coming to Pincher Creek on Friday January 18 to tell us all about it.

We talked to the grant writer

We talked to the members of the curling rink. They are willing to work on this with us

We talked to ARDN. They are interested and willing to be part of the project.

We are considering an architect contest to bring in ideas.

We talked to investors

We asked the town about

-mixed use instead of commercial?

-integrating the curling rink into the new building?

-considering the option of an inside passage from the library all the way to the atrium? Part of it is already there but stops at the arena

-having the old swimming pool to be part of the project?

We are hoping to have also your support and ideas to help us make this dream a reality

## WHO IS COHOUSING?

### SINGLE PEOPLE

Who want a sense of community and support.



### THE ENVIRONMENTALLY CONSCIOUS

Who want to reduce their footprints through collaborative living.



### THE ELDERLY

As an option to avoid isolation or conventional senior housing.



### FAMILIES

Seeking supportive environments in which to raise children while juggling professional lives.



## ISOLATION IN THE UK



**+50%**  
of Brits don't know their neighbors



**1 IN 3**  
LIVE ALONE



**33%**  
of adults worry about their parents being lonely

**76%**

of over-65s worry being a burden on children



**20%**

only are in contact with friends, and neighbors than once a week

**5 MILLION**

elderly people say TV is their main companion



**1 IN 5** wish their children lived closer

## COMMUNITY IS HEALTHY



## ADVANTAGES



### AFFORDABLE

Pooling resources cuts costs and reduces need for individual investments.



### SAFE

Conscientious design ensures residents have secure communal space to socialise & play in.



### SUSTAINABLE

Sharing increases efficiency and reduces waste.



### SOCIAL

Strong sense of community combats loneliness and isolation.



### COOPERATIVE

Communal efforts and investments save money and improve quality of life.



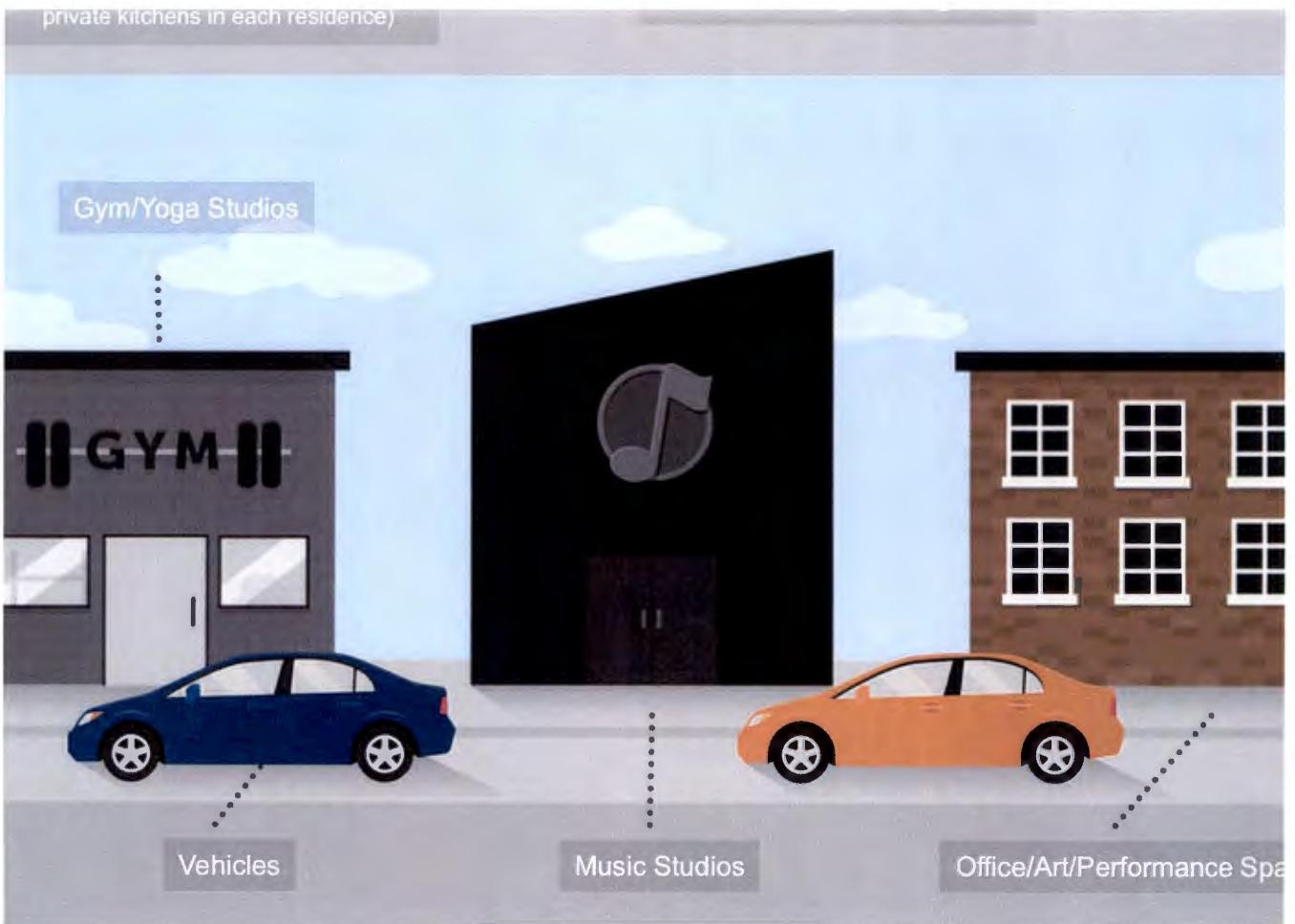
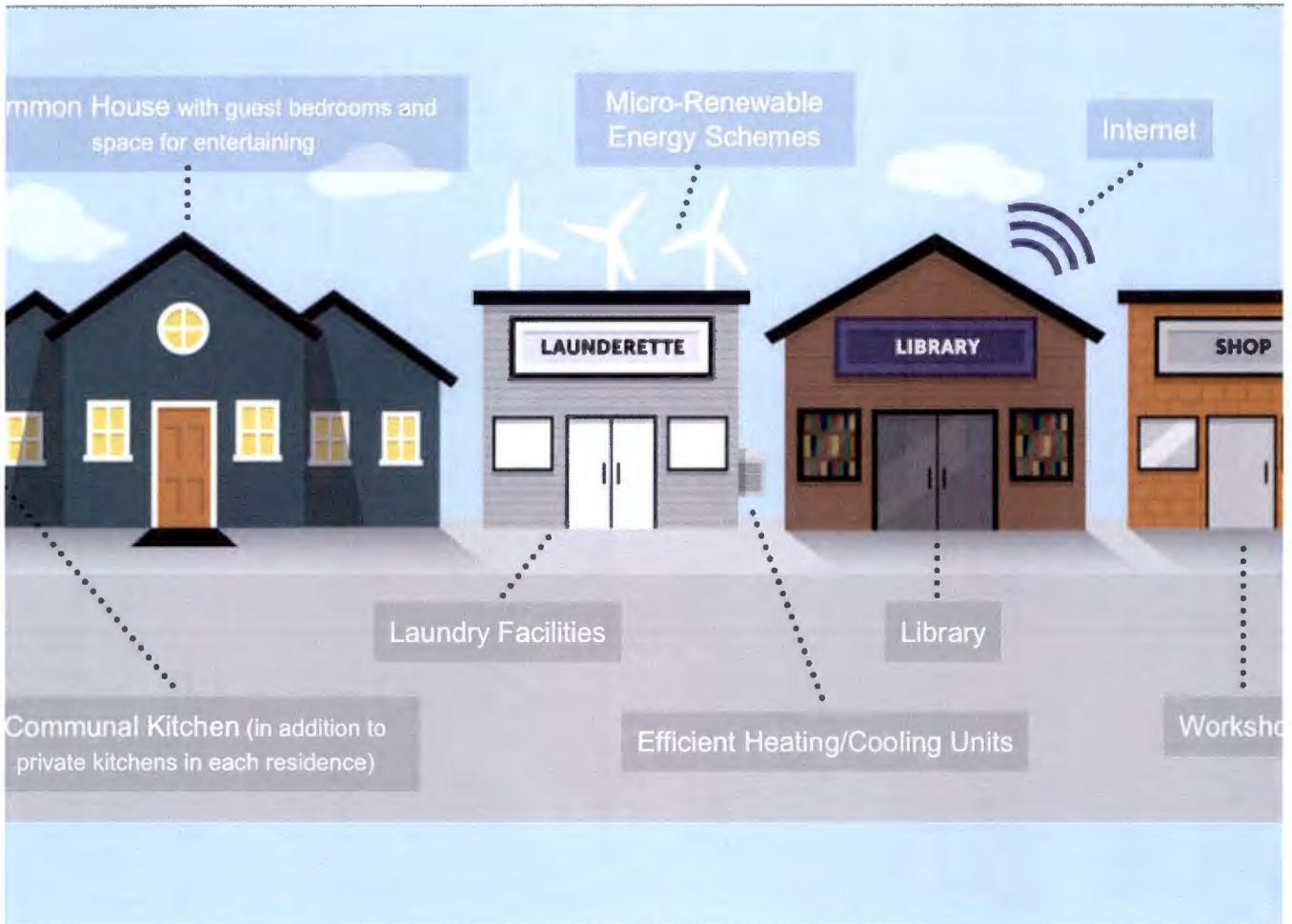
### INDEPENDENT

Residents manage their own housing and community needs.



### SECURE

Close-knit communities tend to be safe and healthy.







## COMMUNITY 2.0: IS COHOUSING THE FUTURE OF URBAN DESIGN?

### WHAT IS COHOUSING?

Cohousing communities are communities organised collaboratively. Residents have their own private spaces but band together to share meals and facilities, organise activities and look out for each other.

The focus is on community. All that's required is a neighbourhood where people want to band together take care of one another and collaborate for the good of all.

## HOW BIG ARE COHOUSING COMMUNITIES?



s, but most in the UK  
om 10-40 households.

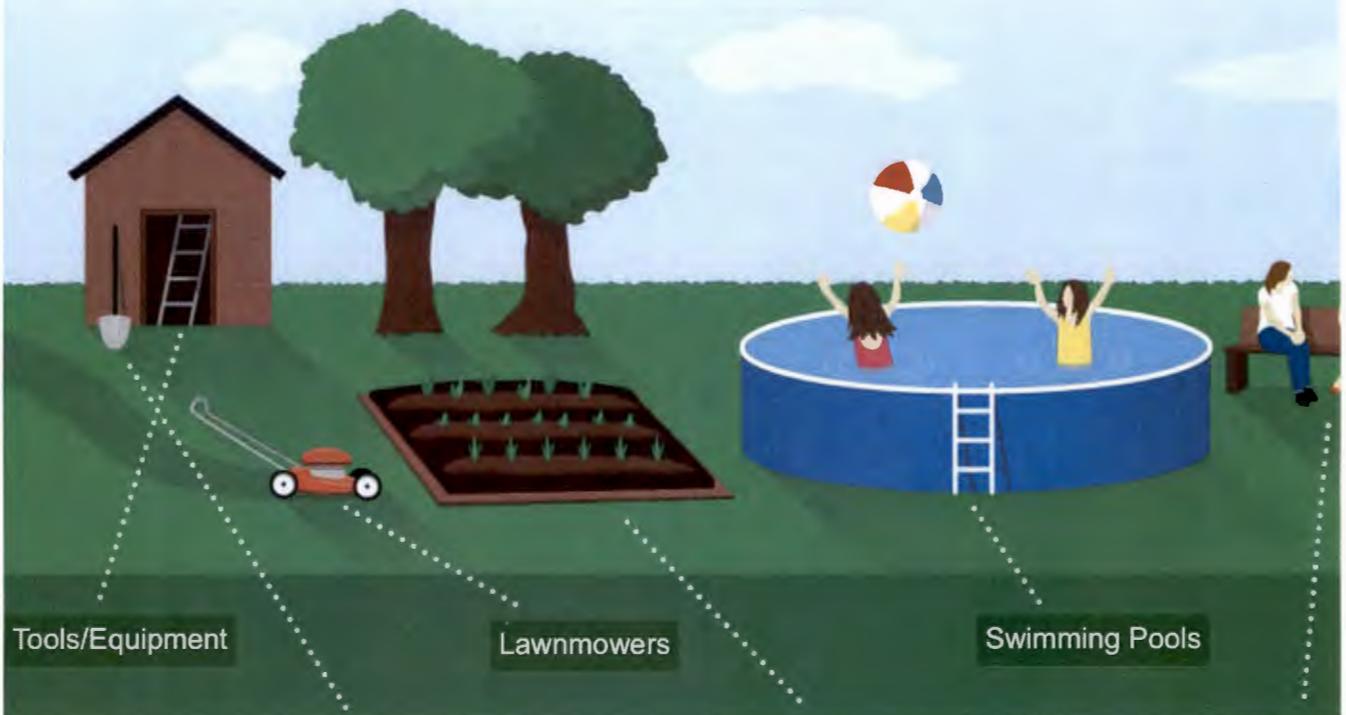


Some communities are for  
women or seniors only.



Most are mixed  
people, couples,  
elderly re

## WHAT COHOUSING COMMUNITIES MIGHT SHARE

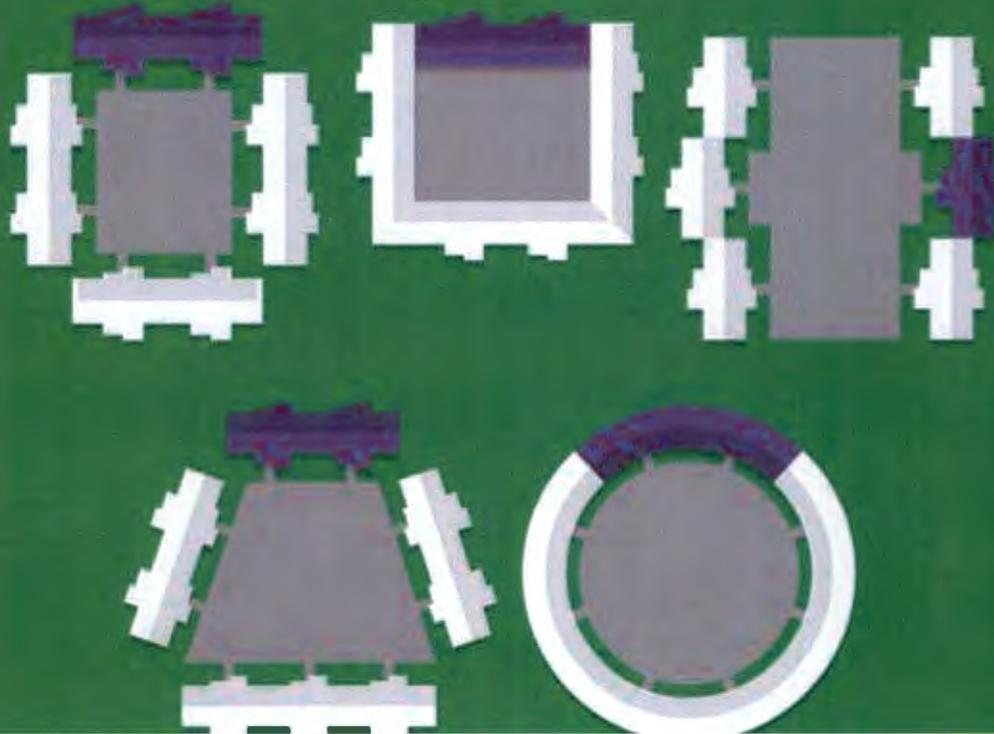


Tools/Equipment

Lawnmowers

Swimming Pools

Some possible layouts of  houses and  common house



**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
December 12, 2018**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday December 12, 2018 at 9:00 a.m. at the Landfill administration office.

Present:        Quentin Stevick, Municipal District of Pincher Creek #9  
                  Dean Ward, Municipality of Crowsnest Pass  
                  Dave Filipuzzi, Municipality of Crowsnest Pass  
                  Gord Lundy, Municipality of Crowsnest Pass  
                  Brian McGillivray, Town of Pincher Creek  
                  Mary Kittlaus, Village of Cowley  
                  Emile Saindon, Landfill Manager  
                  Jean Waldner, Office Administrator

**AGENDA**

Brian McGillivray

Moved the agenda be adopted as presented. Carried. 12.12.18-1117

**MINUTES**

Quentin Stevick

Moved the minutes of November 14, 2018 be adopted as circulated. Carried. 12.12.18-1118

**MANAGER'S REPORT**

1. MSW volumes are steady for this time of year.
2. The Industrial cell volumes have settled down for the fall and winter.
3. Incinerator mediation meeting is set for January 22, 2019 in Pincher Creek.
4. Metal scrap baling is completed.
5. Wood grinding for ADC will begin in a few days.
6. Foreman position interviews completed, discussion later.
7. Major engine cooler failure on 2011 Peterbilt, it required a rebuild on the engine.  
It should be ready this week.
8. Discussions held with Tsu Tsina nation public works manager with regards to a possible Waste disposal contract in 2019.

Gord Lundy

Moved that the Manager's report be accepted for information. Carried. 12.12.18-1119

### **FINANCIAL REPORT**

The Income Statement and Balance sheet to December 6, 2018 was reviewed. An update on the expected payment of Allwest Demo. \$300,000.00 was moved from our general bank account and put on our line of credit to help pay off our new 826K Trash Compactor faster.

Mary Kittlaus

Moved that the financial reports be accepted for information. Carried. 12.12.18-1120

### **2019 BUDGET PRESENTATION REVISITED**

The 2019 budget was once again reviewed. Brian McGillivray would like to see a depreciation/amortization category on this budget. Admin will ask Meyer Norris Penny if it's required on an operational budget? Admin will forward the answer to Brian.

Gord Lundy

Moved the 2019 budget be accepted as presented. Carried. 12.12.18-1121

### **TIMELINE OF OUR INCINERATOR PROJECT**

After many discussions and possible scenarios over the past 4 years on the problems our staff have in handling carcasses and butchering waste here at the Crowsnest/Pincher Creek Landfill. It was decided that because some of our regional members are not in favor of having an incinerator here at the landfill, the project will not be proceeding at this time. The remaining directors and management have stated because of all the money and effort that has already taken place, we will go ahead with the amendment to operate an incinerator in our Landfill Operators Approval. So that if in the future any of our regional members change their minds on incineration. And as of March 31<sup>st</sup>, 2019, that the Crowsnest/Pincher Creek Landfill will not accept carcasses or butchering waste from any sources because of staff health and welfare concerns.

Dave Filipuzzi

Moved that once the Landfill has the incinerator application accepted in their current Landfill Operator's Approval, stop all future expenditures on this project. Notify the regional members, and resident's that as of March 31<sup>st</sup>, 2019 the Landfill will no longer be accepting any carcasses or butchering waste of any kind. Carried. 12.12.18-1122

### **FOREMAN POSITION**

It was discussed with the Director's that we had an internal posting for a new Foreman position. And that our current Foreman will now be holding a lead hand position.

Brain McGillivray

Moved this information be accepted as information. Carried. 12.12.18-1123

**DONATION REQUEST**

A Donation request from the Community Futures CNP for their Learning for life program.

Quentin Stevick

Moved that \$250.00 be donated towards the Community Futures CNP Learning for Life program. Carried. 12.12.18-1124

A Donation request from the Town of Pincher Creek Recreation Dept for their Cross Country Ski and Snowshoe Lending Program.

Quentin Stevick

Moved that \$250.00 be donated towards the Town of Pincher Creek Recreation Dept for their Cross Country Ski and Snowshoe Lending Program. Carried. 12.12.18-1125

A Donation request from Management to give the remaining \$100.00 left in this year's Special donation fund to The Bellevue Vet Clinic for their Spay and Strays Program.

They have helped us a lot this year place a number of Cats and Dogs that have ended up here at the Landfill. We appreciate their help so much.

Carried. 12.12.18-1126

**Correspondence:**

**NEXT MEETING DATES**

January 16 <sup>th</sup> , 2019	July 17 <sup>th</sup> , 2019
February 20 <sup>th</sup> , 2019	August 21 <sup>st</sup> , 2019
March 20 <sup>th</sup> , 2019	September 18 <sup>th</sup> , 2019
April 17 <sup>th</sup> , 2019	October 16 <sup>th</sup> , 2019
May 15 <sup>th</sup> , 2019	November 20 <sup>th</sup> , 2019
June 19 <sup>th</sup> , 2019	December 18 <sup>th</sup> , 2019

**Tabled Items**

**ADJOURNMENT**

Mary Kittlaus

Moved the meeting adjourn at 11:15 a.m.

Carried. 12.12.18-1127

  
CHAIRMAN

  
SECRETARY

**Tara Cryderman**

---

**Subject:** FW: Jan 22

----- Original message -----

From: Quentin Stevick <[CouncilDiv1@mdpincercreek.ab.ca](mailto:CouncilDiv1@mdpincercreek.ab.ca)>

Date: 2019-01-16 5:20 PM (GMT-07:00)

Subject: Jan 22

There are two items that I wish to be added to the agenda for Jan. 22 council.

1. Today there was a well attended meeting in council chambers about dead animals. Please place that on our agenda.
2. I brought up at our last council about a picnic table repair in Div. 1. Place that on the agenda also.

Thanks, Quentin

**Tara Cryderman**

---

**From:** Bev Everts  
**Sent:** Wednesday, January 9, 2019 4:18 PM  
**To:** Tara Cryderman  
**Cc:** Sheldon Steinke  
**Subject:** Fwd: AlbertaSW Notice of Meeting - January 23, 2019

Hi Tara

Not sure if we have someone attending this meeting or not? I'm unable to attend due to ASB Calgary convention. Could you please add to our January 22 agenda? And thanks for lunch arrangements today.

Sent from my iPhone

Begin forwarded message:

**From:** Bev Thornton <[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)>  
**Date:** January 9, 2019 at 10:46:28 AM MST  
**To:** Bev Everts <[CouncilDiv3@mdpincercreek.ab.ca](mailto:CouncilDiv3@mdpincercreek.ab.ca)>  
**Subject: FW: AlbertaSW Notice of Meeting - January 23, 2019**

Here is the notice of meeting, Bev.

We "always" meet the first Wednesday of the month, so this is an anomaly for January.

I am away the first week of February, so we have decided to have this meeting later in January, no meeting in February and then back to the first Wednesday, March 6, 2019.

(long answer to your short question!!)

**From:** Bev Thornton  
**Sent:** Wednesday, January 2, 2019 11:38 AM  
**To:** Albert Elias-Glenwood <[council\\_jae@explornet.ca](mailto:council_jae@explornet.ca)>; Barney Reeves-Waterton <[bokr40@iqoou.com](mailto:bokr40@iqoou.com)>; Beryl West-Nanton <[mbwest@telus.net](mailto:mbwest@telus.net)>; Blair Painter-CNP <[blair.painter@crownsnestpass.com](mailto:blair.painter@crownsnestpass.com)>; Brad Schlossberger-Claresholm <[brad.schlossberger@claresholm.ca](mailto:brad.schlossberger@claresholm.ca)>; Brent Feyter-Fort Macleod <[Brent.Feyter@fortmacleod.com](mailto:Brent.Feyter@fortmacleod.com)>; Dale Gugala-Stavely <[IamFriday1@hotmail.com](mailto:IamFriday1@hotmail.com)>; Dennis Barnes-Cardston <[ddbarnes21@hotmail.com](mailto:ddbarnes21@hotmail.com)>; Duncan McLean-Granum <[djm.bsc@gmail.com](mailto:djm.bsc@gmail.com)>; Jim Bester-Cardston County <[jim.bester@cardstoncounty.com](mailto:jim.bester@cardstoncounty.com)>; John Van Driesten-MD Willow Creek <[john.vandriesten@mdwillowcreek.com](mailto:john.vandriesten@mdwillowcreek.com)>; Kathy Wiebe-MD Ranchland-Admin <[admin@ranchland66.com](mailto:admin@ranchland66.com)>; Monte Christensen-Hill Spring <[mrchristensen@gmx.com](mailto:mrchristensen@gmx.com)>; Rick Lemire-MD Pincher Creek <[CouncilDiv2@mdpincercreek.ab.ca](mailto:CouncilDiv2@mdpincercreek.ab.ca)>; Ron Davis-MD Ranchland <[ronncranch@gmail.com](mailto:ronncranch@gmail.com)>; Scott Korbett-Pincher Creek <[SKorbett@pincercreek.ca](mailto:SKorbett@pincercreek.ca)>; Warren Mickels-Cowley <[wmickels@shaw.ca](mailto:wmickels@shaw.ca)>  
**Subject:** AlbertaSW Notice of Meeting - January 23, 2019  
**Importance:** High

Dear AlbertaSW Board,

Happy New Year!

Here is reminder of our un-regular meeting date this month!

**AlbertaSW Board Meeting**

**Wednesday, January 23, 2019**

**PINCHER CREEK PROVINCIAL BUILDING**

**782 Main Street**

**Downstairs conference room**

**Supper 6:00pm; meeting to follow**

- parking and entrance on the EAST side of the building
- it will be after hours, so you may need to ring the buzzer to be let in

RSVP to [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

Agenda will be sent on or before Friday January 18, 2019.

Cheers!

*Bev Thornton*

*Executive Director, Alberta SouthWest Regional Economic Development*

*Box 1041, Pincher Creek AB T0K 1W0*

*403-627-3373 (office) 403-627-0244 (cell)*

*[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)*

*[www.albertasouthwest.com](http://www.albertasouthwest.com)*

*Past President, Economic Developers Alberta 2018-2019*

*[www.edaalberta.ca](http://www.edaalberta.ca)*

**Beaver Mines Community Association  
Board Meeting - Saturday November 17, 2018  
Meeting Minutes**

In Attendance :

BMCA: Pete Falkenburg, Rob Bronson, Bert Nyrose, Lynn Calder, Bernie Bonertz, Sam Schofield, Jolaine Kelly, Ken Fast, Breanne Pereverziff, Tyler Pereverziff

Absent: Linde Farley, Shannon MacMillan

MD: Bev Everts (Councilor), Cst. Annie Starzynski (RCMP)

Community: Marley Nyrose

A. Call to order and Greetings

Meeting called to order at 10:02AM by Pete.

B. Approval of Agenda

Add Gazebo Rental, Community Security, move Annie to top of Agenda

Motion to adopt agenda by Lynn, all in favour

C. Approval of last meeting minutes – September 29, 2018

Motion to approve by Rob all in favour

E. Treasurer's report

\$4851.48 balance plus petty cash– includes Fish Fry event expenses

We are no longer getting the General Store discount on liquor. Lynn will

continue to monitor to ensure we are breaking even on event beverages

Motion to approve Treasure's report by Rob, all in favour

F. Pincher Creek RCMP

1. Annie provided the following information:

- Recent B&Es at Castle Mountain likely involved a person who knows the area well. Police have a suspect. Everyone is asked to be report anything we see that is suspicious.
- Rural crime prevention is an RCMP priority. Annie will be promoting a Citizens watch program at Twin Butte on Nov 24<sup>th</sup>. (Post Meeting Note – a notice of this event was sent out to the Beaver Mines e-mail list)
- It is a very busy hunting season. Castle Mountain park requires discharge permits. It appears that hunters are aware of the requirements. Two trucks parked on the side of the road had the rear windows smashed.

2. Sam informed us that Pincher Creek Chamber of Commerce is looking at improved security in the area as well.

- They will be participating in the Twin Butte event.
- Alberta Parks should consider a camera in the park. Sam will provide Alberta Park contact information.

G. Committees

1. Water and Sewer CAG (Lynn CC, Bert, Tyler, Gordon Peterson, Mike Safranka)

Update from last MD meeting Oct 15<sup>th</sup> sent out to mailing list. The Nov 16<sup>th</sup> update is attached to these minutes. Lynn provided the following highlights – specific to home owners

- Earliest completion is now Dec 2019 with a May 2019 start.
- Tender is closed for Castle Mountain resort water line. Tentative completion next fall.

**Beaver Mines Community Association  
Board Meeting - Saturday November 17, 2018  
Meeting Minutes**

- Application packages for home owners will be provided (hopefully) in December. Plan is to have a group workshop and individual consultation on January 12<sup>th</sup> (tentative)
  - CAG is hoping to be able to review the drawings before they go out for bid.
  - A Q&A has been put together. CAG has commented on this. We need to wait for the MD to finalize and send out.
  - Information regarding decommissioning of septic and water wells is required
  - See MD Councilor section for update on financial issues
2. Events (Breanne CC)
- Feedback for the October potluck was very positive. Great food!
  - Lantern festival is in progress. The lanterns have been made and Jolaine has everything planned for Saturday night's activities.
  - Next event is the Christmas party on December 15<sup>th</sup>. Breanne will be Pete's backup.
  - Updated the 2018-2019 event list to the end of May (see attached).
3. Fire Prevention (Linde CC, Rob)
- No update
4. BMCA Bylaws (Rob CC, Tyler)
- Rob and Tyler will update the bylaws based on the outcome of the AGM.
  - The term associate member will be used for people in Twp 5 and 6.
  - The current objectives of the BMCA were circulated to the board. After a review a motion to approve the current objectives made by Lynn, all in favour.
5. Park Items
- Park Coordinator – after a discussion on the merits of having a park coordinator, it was decided that everyone should bring a list of what they think the role of a park coordinator should be to the next meeting . Until we have this sorted out, it's not possible to decide if the role is required and whether directors want the position.
  - The status of the Gazebo agreement provided in the agenda was reviewed. No action at this time, but we'll need be ready in early 2019 for a discussion with the MD.
  - No action required on insurance until the Gazebo agreement is finalized.
  - Discussed options for plowing pathway. Not realistic to have MD do the plowing. Jolaine will update the letter and send to the MD on behalf of Pete.
  - Agreed that Miner's cabin falls under the Park Items. Pete will follow up on letter sent to the MD expressing our interest to build.
  - Gazebo rental fees discussed. Agreed that BMCA members would all be free (see bylaw and contact list items for further membership discussions.) A motion to use the following fee schedule was made by Rob, all in favour:
- |                                     |      |       |
|-------------------------------------|------|-------|
| BMCA members (hamlet and associate) | Free |       |
| Non-profit organizations            | \$50 |       |
| For profit organizations            |      | \$100 |

**Beaver Mines Community Association  
Board Meeting - Saturday November 17, 2018  
Meeting Minutes**

- H. Outstanding Business (not handled by committees)
1. Grant – the grant for the playground equipment was not approved. The grant approval is very competitive. The reason for not approving was likely because we didn't spend our previous grant money.
  2. Beaver Mines contact list – Rob sent out a draft form and Beaver Mines web site. Thanks to those that looked at it. Agreed that the draft is trying to capture too much information. Need to keep it simple. We do need to keep a record of our membership. Rob will prepare another draft and send it out for comment. The intent is to have this available for the Christmas party so that people can sign up. It will also be sent out using Google forms.
- I. New Business
1. New Mail - Linde completed the application for post box
  2. Security (see RCMP discussion)
  3. Future Board Meeting dates – see attached list
- J. MD Report
1. Annual Organization Meeting – Reeve Brian Hammond elected for one year. Bev's committee appointments include FCSS, ARDN, ORRSC, ASB, CMCA and BMCA
  2. CAO job posting for Nov 19
  3. MD and Pincher Creek are now having joint special meetings
  4. RMA Rural Municipality Convention – Nov 19-22
  5. MD Website highlights include:
    - Kenoe Fire Community meeting notes
    - Snow removal policy
    - Twin Butte Rural and Ranch security trade show
    - Next regular meeting Nov 27 1:00 PM
  6. Council continues to evaluate whether water and wastewater hookups will be mandatory and affordable. Council realizes that these two issues are related.
  7. Bert brought up the issue of increased traffic through BM as a result of Castle Parks and potential Castle Mountain expansion. What is the MD doing to control traffic issues in Beaver Mines. Sam mentioned that Pincher Creek speed displays track the speed of cars. This is a potential upgrade. We may want to consider making this recommendation to Alberta Transportation.
  8. The departure of both the Interim CAO and Director of Operations in the next few months was raised as a concern, especially as it impacts the Water and Waste Water project.
- K. Call for Adjournment
- Ken made a motion to adjourn the meeting, all in favour. Meeting adjourned at 11:45.

## Beaver Mines Community Association 2018 - 2019

### 2) Board Meetings

Date	Time
September 29, 2018	10:00 AM
November 17, 2018	10:00 AM
January 12, 2019	10:00 AM
March 30, 2019	10:00 AM
June 8, 2019	10:00 AM
Aug 3, 2019	10:00 AM
AGM - TBD	10:00 AM

### 3) Event Calendar

Event	Date	Organizer	Back-up
October Pot Luck	October 20th	Bernie	
Lantern Festival	November 16/17	Jolaine	N/A
Christmas Party	December 15th	Pete	Breanne
Crib Tournament	<del>February 16th</del> March 9	Rob	Ken
Easter Egg Hunt/Pot Luck	April 13	Breanne	Tyler
Fun Run	May 4	Sam	Lynn
Park Clean-Up	May 11	Pete	Ken (Paint)
Pick-Up	May 21	N/A	TBD
Bike Trip to Castle	TBD	Lynn	Rob
Fish Fry	July (TBD)	TBD	TBD
Corn Roast	August 31st	TBD	TBD
President's Ball (AGM)	September (TBD)	TBD	

## Beaver Mines Community Association 2018 - 2019

### 1) Board Members

Title	Name	Phone Number	email	Committees
President	Pete Falkenberg			
Vice-President	Tyler Pereverziff			CAG BMCA Bylaw
Treasurer	Lynn Calder			CAG (CC)
Secretary	Rob Bronson			Fire Prevention BMCA Bylaw (CC)
Director	Bernie Bonertz			
Director	Linde Farley			Fire Prevention (CC)
Director	Ken Fast	4		
Director	Jolaine Kelly			
Director	Shannon MacMillan			
Director	Bert Nyrose			CAG
Director	Breanne Pereverziff			Events (CC)
Director	Sam Schofield			

Notes:

- CC - Committee Coordinator
- Quorum is 50% + 1 = 6
- W&S - Water and Sewage



**Safety Tips**

**Home -**

**Resources**

**Safety Tips**

\*  
Cst A.Starzynski

**PINCHER CREEK RCMP**

*Presented @ Twin Butte  
Rural & Rural Security  
Trade Show 2018  
&  
BMCA Meeting  
Jan. 12/19*

## Personal Safety and Security

### What is Personal Security?

Personal Security involves taking steps to keep yourself safe, and protecting yourself from situations that are potentially violent or criminal. Personal Security is important because property can be replaced but YOU ARE IRREPLACEABLE.

### Personal Security involves:

- Recognizing, anticipating, and assessing the risk of a crime occurring.
- Being aware of your surroundings at all times, and not placing yourself in situations which might jeopardize your safety.
- Remember, suspects can be very unpredictable and may have weapons.
- **When in doubt, CALL POLICE FOR ASSISTANCE**

## Safeguards at Home

- Ensure your house number is clearly displayed so emergency vehicles can find your house quickly.
- For Rural Community Residents, ensure you know your legal land address as emergency personnel cannot respond to box numbers.
- Keep premises secure at all times (including garages and vehicles)
- Ensure the man door from the garage to your home is always locked.
- Change door locks when you move into a new residence.
- Install a one-inch dead bolt.
- Do not rely on door chains.
- Install and use a peephole in the front door. Never open the front door to a stranger.
- Secure sliding windows and doors.
- Consider installing an intrusion alarm.
- Lock patio doors with second locking device when possible.
- Keep your outside entryways and driveway well-lit.
- Use motion sensor lights.

## **IMPORTANT PHONE NUMBERS: IN CASE OF EMERGENCY CALL 911**

- **PINCHER CREEK RCMP  
ADMINISTRATION  
LINE:  
403-627-6010**
- **RCMP COMPLAINT  
LINE:  
403-627-6000**
- **Fish & Wildlife  
403-627-1116**
- **Volker Stevin  
1-888-877-6237**
- **Canadian Firearms  
Program  
1-800-731-4000**

- If you have recently purchased a major household item (Television, computer, etc....) do not leave the empty box outside in plain sight. Take it to a recycling depot immediately or keep it out of sight until your scheduled recycling pickup day.

• **By law, all firearms must be stored in a lock gun safe with any ammunition stored separately from the safe.**

### Telephones

- Never reveal your name or address to a stranger.
- Never tell a stranger that you are alone.
- Don't be afraid to hang up the phone.
- Report indecent, harassing, and/or scam phone calls to your local police detachment.

Canadian Anti-Fraud Centre:

1-888-495-8501

(For unwanted calls from telemarketers, call 1-888-382-1222 to register your phone number with the Federal Government on the Do Not Call list).

### Vehicle Safety Tips

- Always lock your vehicle.
- Never leave items of value in your vehicle and in plain sight.
- Never leave an unattended vehicle running.
- Never leave a spare set of keys in your vehicle.
- Park in a well-lit area.
- If you do not feel safe walking alone to your vehicle, ask someone, if possible, to escort you.
- Carry your cell phone with you.

### If you are away from your residence, create the illusion of occupancy

- Leave your home in the care of someone you trust and let them know where you can be reached in case of an emergency
- Arrange to have newspapers, flyers, and mail picked up
- Arrange to have the grass cut, leaves raked, or snow removed as necessary.

- Have someone check both the inside and outside of your home periodically while you're away.

Use timers on interior lights and motion sensor lights for the exterior

- Have a neighbor park their car in your driveway or your designated parking stall.
- If you have a garage, keep the door closed and locked so no one can see if your vehicle is gone.
- Turn the ringer on your phone off or set your answering machine or voicemail to pick up on the second ring. Do not leave specific information about your absence on your message.
- Do not share you vacation plans on social media (Facebook, Twitter, etc....).
- Have a neighbor park their car in your driveway or your designated parking stall.

- If you have a garage, keep the door closed and locked so no one can see if your vehicle is gone.
- Turn the ringer on your phone off or set your answering machine or voicemail to pick up on the second ring. Do not leave specific information about your absence on your message.

- Do not share you vacation plans on social media (Facebook, Twitter, etc....).

### If your home has been broken into:

If you return home and discover your home has been broken into:

- DO NOT ENTER, call the police immediately.
- Wait at a safe place (i.e.: a neighbors) for the police to arrive.
- If you have entered your residence, do not touch anything or clean up until the police have arrived as you may disturb evidence.
- You can start making a preliminary list of items you notice missing.

### If You Suspect Someone is Outside Your Home

- Call the police immediately and stay on the phone with the dispatcher until the police arrive.
- Remain inside.
- Turn on the lights.

What We Ask of You

•Report incidents to the police as soon as possible. Time is of the essence.

•Do not hesitate to call the police for fear that you are “inconveniencing us” or that we “have better, more important things to be looking after”. We are here to help you and we take all calls seriously and record the information.

•Do not assume that someone else has called us regarding an incident. We prefer to have multiple calls over no calls at all.

•Please follow the instructions given to you by the call-taker/dispatcher. These instructions are being given to you as they have been proven to help keep you safe until help arrives.

### Reporting Incidents Involving people

Description of the individual(s) involved which includes:

- Ethnicity
- Height
- Weight (small, medium, large build)
- Age

- Hair color
- Clothing
- Marks/scars/tattoos/piercings
- Weapons (if so, what type)
- Alcohol/drugs
- Did they leave on foot or in a vehicle
- Direction of travel
- Anything else

### Reporting Incidents Involving Vehicles

Vehicle Descriptors:

- Color
- Make/Model
- Year
- Style (SUV, Truck, Car, Hatchback, etc....)
- License Plate
- Anything Else (Dents, Broken Windows, Spoilers, Tinted Windows, etc....)
- Number of Occupants
- Direction of Travel
- Any weapons seen?

•Keep shrubbery from concealing windows doors and windows. This prevents hiding places.

•Dogs are great deterrents

•Record serial numbers of valuable items and keep the list in a secure place.

•Keep a home inventory list that is always up to date. This inventory can include photos or videos of your home and property.

•Do not leave notes on doors or mailboxes advising that you are not home.

•Never hide keys outside your residence. Leave spare keys with a trusted neighbor or family member.

•Periodically change the security code on your electronic keypads.

•Keep your doors locked when you are inside. If you are in your backyard it is good practice to keep your front door locked.

•If your keys are lost, you should change your locks.

•Ladders or tool boxes should be secured. These can be used as break and enter tools.

•Keep windows locked.

•Keep drapes closed at night.

•Keep lights on in some rooms.

•When a stranger asks to use your phone, do not let him/her in your house. Offer to call for assistance on their behalf.

•Be extremely cautious about letting anyone into your house.

•Do not be fooled by a well-dressed person.

•Verify identification of sales and service people. Check with their company via telephone call to see if they have sent a representative out. Note: This is applicable to police officers as well. Police officers always have credentials that can be verified by calling your local detachment.

•Keep an eye out for your neighbors. Don't volunteer information about them to strangers.

•Report suspicious people and/or vehicles to police in a timely manner.

•Garage doors, fence gates and garden sheds should be locked when not used.

•Grills, lawnmowers, BBQ's and other valuables should be stored in a locked garage or shed.



**MINUTES - 8 (2018)**  
**EXECUTIVE COMMITTEE MEETING**  
 Thursday, November 8, 2018 at 6:00 p.m.  
 ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

**EXECUTIVE COMMITTEE:**

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

Ian Sundquist  
 Morris Zeinstra (absent)

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary* (absent)

**AGENDA:**

1. **Approval of Agenda** – November 8, 2018 .....
2. **Approval of Minutes** – October 11, 2018.....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Draft 2019 Budget .....(attachment)
  - (b) Municipal Land Use Planner and Municipal Planning Clerk Positions.....
  - (c) Subdivision Activity 2018.....(attachment)
5. **Accounts**
  - (a) Office Accounts – September 2018.....(attachment)
  - (b) Financial Statements – January 1 - September 30, 2018.....(attachment)
6. **In-Camera** .....
7. **Director's Report** .....
8. **Executive Report** .....
9. **Adjournment** .....

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:01 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Jim Bester**

THAT the Executive Committee approve the agenda, as amended:

ADD: 6. In-Camera (following office accounts)

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the minutes of October 11, 2018, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Draft 2019 Budget**

- A revised draft of the proposed budget which incorporated suggestions made at the last Executive Committee meeting was approved for presentation to the Board of Directors on December 6 for ratification.

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Draft 2019 Budget, as presented, and refer it to the Board of Directors for ratification at the December 6, 2018 Annual Organizational meeting.

**CARRIED**

**(b) Municipal Land Use Planner and Municipal Planning Clerk Positions**

- ORRSC is currently advertising the following two positions. Approximately 10 applications for each position have been received to date. Interviews for Municipal Planning Clerk will be held sometime in November.

Municipal Planning Clerk (closing date: November 9)

Municipal Land Use Planner (closing date: December 3)

**(c) Subdivision Activity 2018**

- 164 subdivision applications have been received as of October 31, with a total revenue of \$314,975, which is just below the \$315,000 budgeted for 2018.

**Moved by: Doug MacPherson**

THAT the Executive Committee accept the Subdivision Activity as of October 31, 2018, as information.

**CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts – September 2018**

5150	Staff Mileage .....	R. Dyck .....	\$ 113.50
5285	Building Maintenance .....	Joy Spear Chief Morris .....	375.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	321.35
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	16.99
5320	General Office Supplies .....	Total Office Plus .....	24.40
5320	General Office Supplies .....	Desjardin Card Services .....	44.77
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	54.84
5590	Equipment & Furniture Purchases .....	Desjardin Card Services .....	133.96
5320	General Office Supplies .....	Desjardin Card Services .....	313.60
5570	Equipment Repairs & Maintenance .....	Desjardin Card Services .....	137.73
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	23.00
5440	Land Titles Office .....	Minister of Finance .....	116.00
5490	Consultants .....	MPE Engineering .....	10,209.28
5500	Subdivision Notification .....	Lethbridge Herald .....	309.68
5570	Equipment Repairs & Maintenance .....	Xerox .....	588.80
5570	Equipment Repairs & Maintenance .....	Xerox .....	827.25
5570	Equipment Repairs & Maintenance .....	Digitex .....	620.00
1160	GST Receivable .....	GST Receivable .....	826.99
		<b>TOTAL</b>	<b><u>\$15,532.14</u></b>

**Moved by: Jim Bester**

THAT the Executive Committee approve the Office Accounts of September 2018 (\$15,532.14), as presented. **CARRIED**

**(b) Financial Statements – January 1 - September 30, 2018**

**Moved by: Jim Bester**

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - September 30, 2018, as presented. **CARRIED**

**6. IN-CAMERA**

**Moved by: Doug MacPherson**

THAT the Executive Committee go in-camera. **CARRIED**

**Moved by: Jim Bester**

THAT the Executive Committee come out of camera. **CARRIED**

**7. DIRECTOR'S REPORT**

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

**8. EXECUTIVE REPORT**

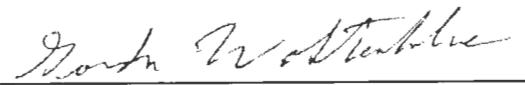
- Committee members reported on various projects and activities in their respective municipalities.

**9. ADJOURNMENT**

**Moved by: Don Anderberg**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:30 p.m. until **Thursday, December 13, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

## Recommendation to Council

<b>TITLE: DUST CONTROL SOUTH CHRISTIE MINES</b>		
<b>PREPARED BY: STU WEBER</b>		<b>DATE: JAN 16, 2019</b>
<b>DEPARTMENT: OPERATIONS</b>		
<b>Stu Weber</b>		<b>ATTACHMENTS:</b> 1. Letter from the Curran's, dated January 7, 2019
<b>Department Supervisor</b>	<b>Date</b>	
<b>APPROVALS:</b>		
<b>Department Director</b>	<b>Date</b>	 <b>Interim CAO</b>
		 <b>Date</b>

**RECOMMENDATION:**

That Council advise Jim and Suzanne Curran that their invoice for dust control for August 2018, remain at full price, as services were rendered, and product was distributed, accordingly.

**BACKGROUND:**

In 2018 there were some supply and delivery delays in regards to the dust control program. These were limited to supplier issues and coordination issues with CPR for delivery. In times of low supply MD and Contract crews were shut down until more supply arrived.

The concerns the Curran's brought forward are regarding application timing and application rate. Application timing, as outlined in the Summer Plan presented to Council in the Spring by Public Works, identifies that dust control application will occur from June 15<sup>th</sup>, until August 3<sup>rd</sup>. This application happened August 1<sup>st</sup> which is inside the window. Application rate for Ligno is 3-4 litres per square meter depending on road width. All Ligno applications are metered to verify product delivery is accurate. This application was done with the usual amount of Ligno. No locations were shorted due to the supply issues, if product was not available the crews were shut down until more product arrived.

**FINANCIAL IMPLICATIONS:**

No real budget impact.

January 7, 2019

**RECEIVED**  
JAN 10 2019  
M.D. OF PINCHER CREEK

Jim & Suzanne Curran

M.D. of Pincher Creek #9  
Box 279  
Pincher Creek, AB T0K 1W0

Attn: Mrs. Beverly Everts, Councillor

Dear Mrs. Everts

This letter is with regards to the “dust control” that we received in August of 2018 on a portion of Christie Mines Road.

Between myself and my husband, Jim, we have spoken to yourself, Mr. Sheldon Steinke and Mr. Jared Pitcher with regards to this particular subject, and other than Mr. Pitcher, we have had no other feedback from the M.D.

You informed Jim that you would be looking into this matter, but we have not had any communication from you as to date.

Mr. Pitcher informed me that the M.D. was running short of dust control product because of the number of residents requesting the product; therefore we did not receive the “normal” amount of product applied to the surface of our road, and it was applied at a much later date. Mr. Pitcher also informed me that this service is subsidised by the Municipal District.

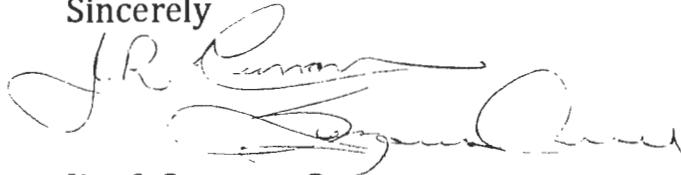
The usual timing of dust control for our section of the road has been either the end of June or early July. The product was not applied to this same section of the road until early August 2018. The most significant time for dust problems usually begin in June, and somewhat subside from mid to the end of September.

With this service being supplied August 1st, 2018, this gave us less than half of the seasons coverage, and with the limited amount of product applied on the road, it did not supply the expected dust control.

We have been invoiced the full price of the application for "dust control" for 2018, but did not receive the same amount of product/service as in the past, and therefore feel by asking us to pay the full amount we are being treated unfairly.

I appreciate you looking into this matter and look forward to hearing from you in the near future.

Sincerely

A handwritten signature in black ink, appearing to read "Jim & Suzanne Curran". The signature is written in a cursive, flowing style with a large initial "J" and "S".

Jim & Suzanne Curran

**Operations Report January 16, 2019**

**Operations Activity Includes:**

**Agricultural and Environmental Services Activity Includes:**

- January 3, ASB Meeting
- January 7, Deadstock Collection and Disposal – Regional Sustainable Solution Initiative
- January 10, Staff meeting, AAAF meeting (Lethbridge)
- January 10, South Region Agricultural Fieldmen Meeting
- January 14, Manure Management Update in Lethbridge
- January 15, Farm Sustainability Webinar

**Public Works Activity Includes:**

- Repair / construction of permanent snow fence
- Sign repair and replacement
- Cutting and trimming trees damaged by the wind events
- Removing ice build up on roads near springs
- Repair bridge on back road to the Landfill
- Wash equipment as required

**Upcoming:**

Director of Operations interviews to take place early February.

**Project Update:**

**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period January 4, 2019 to January 16, 2019 and the call log be received as information.

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Prepared by: Sheldon Steinke

Date: January 16, 2019

Reviewed by:



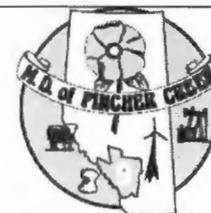
Date: 2019 January 16

Submitted to: Council

Date: January 22, 2019



## Recommendation to Council



**TITLE:       REQUEST TO PURCHASE AIRPORT HOUSE**

**PREPARED BY:     Roland Milligan**

**DATE:     January 14, 2019**

**DEPARTMENT:     Development and Community Services**

**Department  
Supervisor**

**Date**

**ATTACHMENTS:**

1. Report to Council – 2108-06-26
2. Letter from Applicant
3. GIS Aerial

**APPROVALS:**

**Roland Milligan**

**Department Director**

**Date**

**Interim CAO**

**Date**

**RECOMMENDATION:**

**That Council grant the applicant's request to purchase the Airport House and;**

**That the applicant be responsible to upgrade the residence to comply with the current Alberta Safety Codes Act, and further;**

**That the applicant enter into a land lease with the municipality for the property.**

**BACKGROUND:**

At the June 26, 2018, Council meeting, a report was presented regarding the current state of MD's house at the airport, and the future use of the house (*Attachment No. 1*).

At the meeting, Council passed a resolution directing Administration to arrange for the removal of the residence. This was to be done by adding the house to the list of items that the MD sells annually when replacing aging equipment and the like.

There has been no action taken on the removal of the house to this point.

In the meantime, the MD received an email from Jim Cameron of Pincher Creek Aviation Inc. with a proposal to purchase the property (house) and leave it at the present location (*Attachment No. 2*).

Mr. Cameron currently owns two hangars as well as the aircraft fueling system the airport.

He feels that leaving the house there would enhance the service level of Pincher Creek Aviation Inc. as well as addressing the security concerns at the Pincher Creek Airport.

## Recommendation to Council

The applicant states that he would be willing to pay a yearly lease and taxes similar to the lease and taxes that he currently pays on the hangars and fuel facility he currently owns.

Similar to the hangar leases, the MD could lease a parcel of land the house sits on and the house could be sold to the applicant (*Attachment No. 3*).

The applicant would then be responsible for all maintenance, utilities, and upgrading of the house. The MD would continue to collect lease and tax revenue from the land.

### **FINANCIAL IMPLICATIONS:**

Lease and Tax revenue for the property.

MD OF PINCHER CREEK

JUNE 19, 2018

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TO: Sheldon Steinke, CAO  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: AIRPORT HOUSE

---

**1. Origin:**

The Airport house transferred to the Municipal District with the Airport in 1995. The Municipal District has contracted Cralyn Property Management to manage the rental of the house to tenants.

**2. Background:**

On May 31, 2018, the house was vacated by the last tenant. Following the notice from Cralyn Property Management, staff were toured through the house to determine if work on the home would be required prior to renting to new tenants.

The tour revealed a number of issues including:

- Remove mold in the main floor bathroom;
- New vanity sink and fan in bathroom;
- Close in bathroom window;
- 2 large windows require replacement;
- Replace Range hood;
- Fix broken cupboards;
- Repair all holes in the drywall;
- Remove all rug and replace with laminate.

A quote from Hilbert Construction to repair the above noted issues, estimated the cost at \$6,429.41, excluding painting the interior. Also noted on the tour was the cistern would require cleaning, a water pressure system is required, new keys are required, the exterior of the home is not properly sealed including the remaining windows and the septic system is not operating properly. The Septic system failure has resulted in wastewater infiltration in the basement.

The occupancy of the home over the years has promoted airport security as an appearance of someone being home may have deterred individuals from causing problems. The current rental has netted the Municipality \$300 per month. Cralyn Property Management

## Attachment No. 1

has indicated they have someone interested in renting the home. If Council feels that security of that airport is required, a fence or video surveillance project could be initiated.

Given the age of the home, the repairs required and the mold and wastewater issues, ensuring a safe home for rental purposes may not be feasible.

Options include:

- Repair the house for rental;
- Auction the house for removal;
- Demolish the house and level the site;
- Donate the house to Emergency Services for fire practice.

### 3. Recommendation:

THAT the report from the Director of Operations, dated June 19, 2018 regarding the Airport House be received;

AND THAT Council provide administration direction on how to proceed with the airport house.

Respectfully Submitted,

Leo Reedyk

Attachments

Reviewed by: Sheldon Steinke, Chief Administrative Officer

Date:

**Roland Milligan**

---

**Subject:** FW: House at Pincher Creek Airport

**From:** Jim Cameron <j...>  
**Sent:** Friday, January 11, 2019 2:01 PM  
**To:** MDInfo <[MDInfo@mdpincercreek.ab.ca](mailto:MDInfo@mdpincercreek.ab.ca)>  
**Subject:** Fw: House at Pincher Creek Airport

**From:** [Jim Cameron](#)  
**Sent:** Tuesday, November 13, 2018 1:07 PM  
**To:** [info@mdpincercreek.ab.ca](mailto:info@mdpincercreek.ab.ca)  
**Subject:** House at Pincher Creek Airport

Dear Reeve and Council

It was recently brought to my attention that the M D would like to dispose of the house and garage at the Pincher Creek Airport.

I would like to offer to purchase this property at this time and leave it at the present location.

I currently own 2 hangars as well as the aircraft fuelling system (Pincher Creek Aviation) at the airport.

I feel that this would enhance the the service level of Pincher Creek Aviation as well as addressing the security concerns at the Pincher Creek Airport.

This would relieve the M D of any maintenance responsibility as well as utilities for these buildings.

I would be willing to pay a yearly lease and taxes similar to the lease and taxes I already pay on the property that I currently own.

Please let me know if this proposal would be acceptable to council as I feel that this would enhance the viability of the airport and those currently using it.

Yours truly

Jim Cameron Pincher Creek Aviation Inc.



N

20 0 20 40 60 Meters



Rge. Rd. 1-0

Twp. Rd. 7-0

0.85ha  
(2.10Ac)

0.45ha  
(1.11Ac)

90m

67m

102m

67m

100m

80m

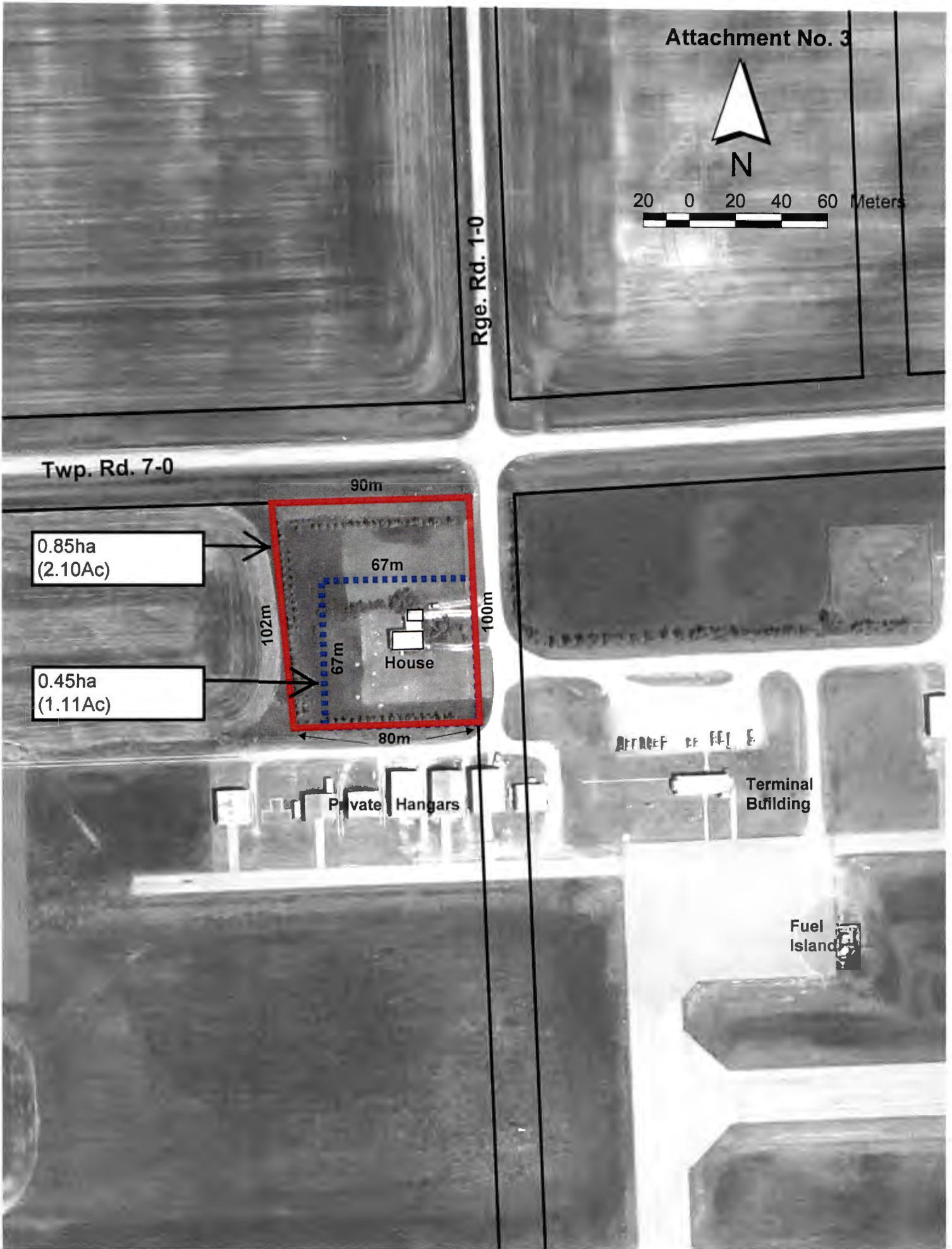
House

Private Hangars

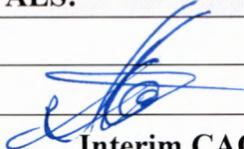
APPROX OF FUEL ISLAND

Terminal Building

Fuel Island



## Recommendation to Council

<b>TITLE: Policy Change - Year-End Overdue Accounts</b>			
<b>PREPARED BY: Meghan Dobie</b>		<b>DATE: January 16, 2019</b>	
<b>DEPARTMENT: Finance</b>			
<b>ATTACHMENTS:</b>		1. Policy 5.3.2.2. - updated August 25, 2015	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
	JAN 16, 2019		16 January 2019
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**Amend policy #5.3.2.2. Financial Revenue – Fees and Charges – Accounts Receivable to reflect a 90 day outstanding accounts receivable transfer to the property tax account.**

**BACKGROUND:**

Per section 553.1(1) of the Municipal Government Act, the M.D. of Pincher Creek is required to transfer outstanding balances to the appropriate property tax account. By doing this, the outstanding balances become tax imposed.

The current policy transfers outstanding balances of more than 30 days to the appropriate property tax account.

Balances are not always paid on time. Transferring outstanding balances too early will create administration rework.

**FINANCIAL IMPLICATIONS:**

None at this time

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

**POLICY 5.3.2.2.**

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**TITLE: FINANCIAL - REVENUE – FEES AND CHARGES  
– ACCOUNTS RECEIVABLE**

**Approved by Council**

**Date: August 25, 2015**

**Revised by Council**

**Date:**

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**Applicable Provincial Legislation**

No Applicable Legislation

**Policy Statement**

The M.D. of Pincher Creek No. 9 shall allow for the charging of goods and services provided, and will account for the charges with a computerized accounts receivable system.

**5.3.2.2. (1) Charge Accounts**

Charge accounts may be established provided adequate information is obtained that would give administration the ability to ensure timely payment is received.

**5.3.2.2. (2) Charge Requests**

All efforts are to be made to obtain a signature from the responsible party for any goods and services that are being provided on a charge basis. When a signature is not feasible (snow plow request) no further charging is to be allowed until the account is paid in full, or a signature is obtained.

**5.3.2.2. (3) Overdue Accounts**

Accounts that remain unpaid for a full 30 days following the month of the purchase shall be subject to a 1½% penalty monthly on the outstanding balance including previous penalties. Once penalty is applied no further charging is to be allowed on the account until it is paid in full. At December 31<sup>st</sup>, all accounts that have an outstanding balance of more than 30 days are to be transferred to the appropriate property tax account, if eligible. Once transferred the charge is to be treated as an outstanding tax charge on the account and collected as such. Accounts not eligible for transfer to taxes shall be sent to a collection agency for collection.

**5.3.2.2. (4) Penalty Cancellation**

The C.A.O. may cancel current year penalty charges that are believed to have been charged in error, or are a result of the timing of receiving payments and penalties being applied.

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

**POLICY 5.3.2.2.**

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**TITLE: FINANCIAL - REVENUE – FEES AND CHARGES  
– ACCOUNTS RECEIVABLE**

**Approved by Council**

**Date: August 25, 2015**

**Revised by Council**

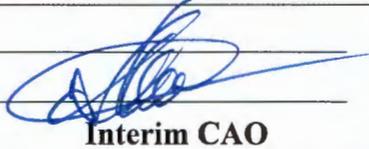
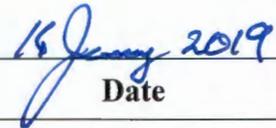
**Date:**

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**5.3.2.2. (5) Account Write Offs**

Accounts that are not significant enough to go through the collection process, or accounts that have been unsuccessful in the collection process, shall be presented to Council for write off.

## Recommendation to Council

<b>TITLE: NON RESIDENTIAL SMALL BUSINESS TAXATION BYLAW</b>			
<b>PREPARED BY:</b>		<b>DATE: January 15, 2019</b>	
<b>DEPARTMENT:</b>			
			<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>		<b>Date</b>	<b>1. Draft Bylaw 1298-19</b>
<b>APPROVALS:</b>			
<b>Department Director</b>	<b>Date</b>	 <b>Interim CAO</b>	 <b>Date</b>

<b>RECOMMENDATION:</b>
<b>Council pass 1<sup>st</sup> reading of the Small Business Taxation Bylaw No. 1298-19.</b>

<b>BACKGROUND:</b>
<p>During Budget preparation by Administration it became evident that the <i>Municipal Government Act</i> has been amended by the Province to allow Municipalities to divide Class 2 (Non – Residential) property assessment into Sub Classes.</p> <p>As discussed at budget time the designate Sub Classes could become Non Residential Small Business and Non Residential Other.</p> <p>The Draft Bylaw before Council is based on those Budget discussions.</p> <p>The effect of this bylaw should be that Small Business will be in a designated Sub Class as directed by the Bylaw and this will allow Council some flexibility in setting different taxation rates for these businesses in relation to other Non-Residential Property.</p> <p>The Act and the Regulation set out the boundaries of the differential that can be set by Council for a different tax rate but the Bylaw has to be adopted before Council can apply the different Taxation Rate.</p> <p>The advantages and disadvantages from the perspective of senior management are:</p> <ul style="list-style-type: none"> <li>- Enables a representative distribution of municipal non-residential property taxes,</li> <li>- Maintains a streamlined administrative process to collect and maintain small business affidavits to support the intent of the Council and ensure small business meet the minimum requirements of the Bylaw for the number of employees.</li> </ul>

## **Recommendation to Council**

- The tax rate set for the “small business property” sub-class cannot be greater than the tax rate set for the “other non-residential property” sub-class or less than 75 percent of the tax rate set for the “other non-residential property” sub-class.

### **FINANCIAL IMPLICATIONS:**

The Bylaw has the potential to assist Small Business through a reduced tax rate as compared to Other Non-Residential assessment classes. In the case of the Municipality the number of Small Businesses is a very small percentage of the Assessment taxation base. Financial Implications will become evident at the time the Council deals with the 2019 Mill Rate (Taxation) Bylaw in late March.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1298-19**

**A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE OF DIVIDING ASSESSMENT  
CLASS 2 - NON-RESIDENTIAL INTO SUB-CLASSES**

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WHEREAS pursuant to Section 297 of the *Municipal Government Act*, RSA 2000, Chapter M-26, a Council may, by bylaw, divide class 2 Non-Residential into sub-classes on any basis it considers appropriate.

NOW THEREFORE pursuant to the provisions of Section 297(2.1) of the *Municipal Government Act*, and Matters Relating to Assessment Sub-classes Regulation 202/2017, it is hereby enacted by Council that:

1. The following sub-classes are prescribed for property in class 2:
  - a. Small Business Non-Residential property;
  - b. Other Non-Residential property.
2. For the purposes of Section 1(a) above, small business property means property in the municipality, other than designated industrial property, that is owned or leased by a business and that has fewer than 50 full-time employees across Canada as at December 31 of the year prior to the year of taxation.
3. A property that is leased by a business is not a small business property if the business has subleased the property to someone else.
4. For the effective administration of Small Business property sub-class, each property owner will be required under this bylaw to comply with the completion of an annual declaration confirming their employee count by March 31 of the year of taxation.
5. The tax rate set for property referred to in Section 1 (a) above:
  - a. must not be less than 75% of the tax rate for property referred to in Section 1(b); and
  - b. must not be greater than the tax rate for property referred to in Section 1(b).
6. This bylaw comes into force on the final passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

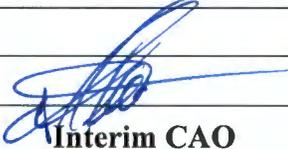
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REEVE

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CHIEF ADMINISTRATIVE OFFICER

## Recommendation to Council

<b>TITLE: Citizen Nominations</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: January 15, 2019</b>	
<b>DEPARTMENT: Administration</b>			
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS:</b>	
		<ol style="list-style-type: none"> <li>1. 2019 Minister's Award for Municipal Excellence letter, received January 15, 2019</li> <li>2. Minister's Seniors Service Award letter, dated January 3, 2019</li> <li>3. Alberta Order of Excellence letter, dated January 7, 2019</li> </ol>	
<b>APPROVALS:</b>			
			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

### RECOMMENDATION:

That Council determine if they wish to submit a nomination to either the 2019 Minister's Award for Municipal Excellence, the Minister's Seniors Service Award, or the Alberta Order of Excellence;

And bring forth their nomination(s) for submission.

### BACKGROUND:

Several letters were received, inviting Council to submit nominations, based on the attached letters.

### FINANCIAL IMPLICATIONS:

None at this time.

RECEIVED

JAN 15 2019

M.D. OF PINCHER CREEK



**To: All Municipal Administrators and Municipal Associations**

**Subject: 2019 Minister's Awards for Municipal Excellence**

The Honourable Shaye Anderson, Minister of Municipal Affairs, is pleased to announce the 2019 Minister's Awards of Municipal Excellence. The 18<sup>th</sup> annual awards recognize municipal government excellence and promotes knowledge sharing among municipalities.

An independent review committee comprised of representatives from various municipal associations will recommend award recipients in five categories and, if chosen by the committee, one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000);
- Partnership – Recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000);
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000);
- Smaller Municipalities – Recognizes the innovative practices developed by communities with less than 3,000 residents;
- Larger Municipalities – Recognizes an innovative and creative practice of larger municipalities with populations of 500,000 or greater that have a substantial resource base and who can partner with departments within the municipality's control; and
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, if chosen by the review committee, recognizes the best submission from the other categories.

All municipalities are eligible. The review committee considers the practice in relation to the size and available resources of the municipality. The submission form and additional details can be found on the Municipal Excellence Awards webpage at: [www.municipalaffairs.gov.ab.ca/1595](http://www.municipalaffairs.gov.ab.ca/1595). The deadline for submissions is **March 29, 2019**.

If you have any questions regarding the Minister's Awards for Municipal Excellence please direct them to the Municipal Excellence Team: at 780-427-2225, or by email at [menet@gov.ab.ca](mailto:menet@gov.ab.ca).

Sincerely,

The Municipal Excellence Team



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Edmonton-Riverview*

**RECEIVED**

**JAN - 8 2019**

**M.D. OF PINCHER CREEK**

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at [www.alberta.ca/ministry-seniors-housing.aspx](http://www.alberta.ca/ministry-seniors-housing.aspx) or email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

Enclosure

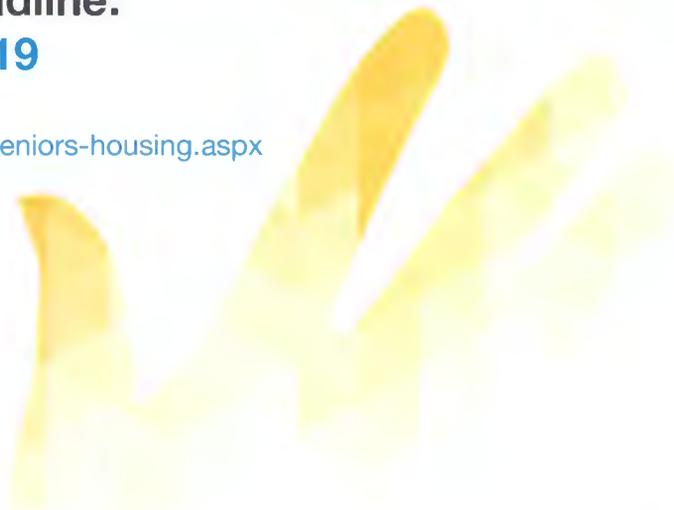
# 2019 MINISTER'S SENIORS SERVICE AWARDS

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Recognizing people  
who make a positive  
difference in the lives  
of Alberta's seniors

Nomination Deadline:  
**February 28, 2019**

[www.alberta.ca/ministry-seniors-housing.aspx](http://www.alberta.ca/ministry-seniors-housing.aspx)



Alberta 

# 2019 Minister's Seniors Service Awards



## Message from the Honourable Lori Sigurdson Minister of Seniors and Housing

It is my great pleasure to welcome nominations for the 2019 Minister's Seniors Service Awards.

For more than two decades, these awards have recognized individuals and organizations that volunteer time and energy to support seniors and communities.

These exceptional Albertans volunteer countless hours to take on big projects and little tasks to support seniors. Each one means so much, from completing tax returns or teaching computer skills to seniors. It's making the extra effort to ensure a room is decorated just so for a big birthday party or getting up extra

early to whip up a hearty breakfast for dozens – or hundreds – of hungry folks.

All of these thoughtful gestures and kind acts matter in building a community. It is important for us to recognize and say thank you to those who dedicate their time and talents to improve the lives of seniors.

In 2017, we introduced the Alice Modin Award. Alice Modin started a campaign to launch seniors' day in Strathcona County about 30 years ago. This paved the way for a province-wide Seniors' Week. The Award honours a senior who has provided long-term volunteer service to their community, promotes volunteerism, or whose volunteer efforts have had a provincial impact.

Please take the time to nominate a person or organization for the Minister's Seniors Service Awards. Nominees will be recognized at community celebrations held all over the province in the summer. We will recognize the award recipients at a special awards ceremony in the fall.

Thank you to all volunteers who help seniors. You make a difference in the lives of seniors.

**Lori Sigurdson**  
Minister, Seniors and Housing  
MLA, Edmonton-Riverview

# 2019 Minister's Seniors Service Awards

## General Information:

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

There are three award categories:

1. Individual
2. Organization
3. Alice Modin Award

Please review the criteria under each category, complete the appropriate form and provide it along with the rest of your nomination package.

Please note the following:

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



Seniors and Housing Minister Lori Sigurdson, Alice Modin Award recipient Mr. Gregory Steiner and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

# 1. Individual Nomination

## Criteria

The nominee must be an Alberta resident of any age, including those 65 years or older, who provides volunteer services to seniors in Alberta. Couples may be nominated in the individual category.

## Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the volunteer work the nominee does with seniors. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. driving, home maintenance services, entertainment, etc.);
- The number of volunteer hours (can be weekly, monthly or yearly);
- Who has benefited from the service (e.g. individual seniors, the community, dementia patients, etc.);
- The number of seniors served through the volunteer service (if applicable); and

- Additional information or details such as descriptions of the work and any other relevant information.

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

## Letters of Support

*(Two to five letters are recommended)*

Letters of support are the best way to demonstrate the impact of the volunteer's work with seniors.

These letters should:

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

### SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided	Where	Service provided to	Number of seniors served	Number of volunteer hours	Additional information/details
<i>Bingo caller</i>	<i>Seniors Center</i>	<i>Members at centre</i>	<i>30</i>	<i>3 hours/week. Total of 468 hours since 2014</i>	
<i>Drive seniors to medical appointments</i>		<i>Seniors</i>	<i>4</i>	<i>20 hours/month since 1998</i>	

## 2. Organization Nomination

### Criteria

An Alberta organization that:

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

Nominations must include a summary of organization information, letters of support, and a nomination form signed by the board chair, executive director, or president.

### Summary of Organization Information

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

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

### Letters of Support

*(Two to five letters are recommended)*

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

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



**Seniors and Housing Minister Lori Sigurdson, Kathleen Nakagawa, Betty Sewall and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.**

### 3. The Alice Modin Award

In 1985, Strathcona County resident, Alice Modin, lobbied county council to declare an annual seniors' day. Alice's work was pivotal in creating a week-long celebration, first recognized as Seniors' Week by the Government of Alberta in 1986.

Alice was a strong advocate for seniors, passionate about local history, and a consummate community volunteer. She volunteered at the Mannville Five Point Women's Institute and the Sherwood Oaks Senior Citizens' Association. Alice's hard-working nature was an asset for soldiers during the second world war, when she and other women prepared gift boxes to send to local soldiers.

In 1999, Alice received the Minister's Seniors Service Award in recognition of her outstanding volunteer service in support of seniors. In 2011, she was recognized by the International Women's Day committee in Strathcona County for making a difference in her community.

Alice passed away in 2014. In recognition of Alice's contributions to Alberta through the establishment of Seniors' Week, and her long-standing volunteer and charitable efforts in her community, the Alice Modin Award was introduced as a new category of the Minister's Seniors Service Awards in 2017.

### Criteria

An individual Albertan or couple who:

- Is 65 years of age or older and has been volunteering in their community for 20 or more years;
- Actively promotes volunteerism amongst seniors; and/or
- Has had a provincial impact on seniors through their volunteer efforts.

### Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the community volunteer work of the nominee.

Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. meal delivery, music lessons);
- How long they have been volunteering; and
- Who has benefited from the service (e.g. seniors, youth, the community).

#### SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided and where	Service provided to	Number of years volunteering	Additional information
<i>Coordinate seniors to volunteer at boys and girls club</i>	<i>Community at large, youth</i>	<i>Since 1978</i>	

### Letters of Support

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

- Be written by those who benefited directly from the volunteer service or someone with detailed knowledge of the volunteer service; and
- Provide details of the volunteer service and the positive impact on the community.

# 2019 Minister's Seniors Service Awards

## Nomination Form

Individual       Organization       Alice Modin

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

First: \_\_\_\_\_ Last: \_\_\_\_\_

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

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

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

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

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

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

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

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

*Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award nominees pursuant to section 33(c) of the FOIP Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.*

*I consent to this nomination, and authorize the collection and use of personal information about me that may be submitted from individual nominators and meet all the requirements listed under "Eligibility". I further understand that by consenting to the nomination, my personal information may be used by Alberta Seniors and Housing for promoting the Minister's Seniors Services Awards Program as outlined above.*

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

**Nomination Deadline: February 28, 2019**  
**Please ensure consent box is checked prior to submitting form.**

# 2019 Minister's Seniors Service Awards

## Nominator Information

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

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

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

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

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

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

*Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award Program nominators pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media may use excerpts from recommendations to promote the awards program. Nominators should be aware the nominee has the right to access all documents about him or her which are in the custody of the awards program. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.*

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

## Evaluation of Nominations

A Nomination Review Committee, selected by the Minister of Seniors and Housing, will evaluate submissions using the following considerations as a guide. Nominees do not need to satisfy all considerations to be eligible for an award.

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

## Selection of Recipients

The Nomination Review Committee evaluates the submissions and recommends a list of award recipients to the Minister of Seniors and Housing. The Minister selects the award recipients.

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

Nominees will be invited to attend community recognition celebrations in the summer.

Award recipients will be notified in summer 2018 and honoured at a special event in the fall.



Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta and Seniors and Housing Minister Lori Sigurdson with the 2018 Minister's Seniors Service Award recipients and Members of the Legislative Assembly.

# 2019 Minister's Seniors Service Awards

## Checklist

Please ensure that your nomination package is complete.

The nomination:

- Demonstrates how the nominee provides volunteer service for the benefit of seniors.
- Includes a summary of volunteer activities.
- Includes letters of support (two to five are recommended).
- Is legible in English, or has English translation provided.
- Includes a completed Nominee Form that provides the name and address of the nominee, a checked consent box and is signed by the nominee.
- Includes a completed and signed Nominator Form.

## Submissions

Forward complete nomination packages to:

### By mail or courier:

Minister's Seniors Service Awards  
Alberta Seniors and Housing  
6th floor  
Standard Life Centre  
10405 Jasper Avenue  
Edmonton, Alberta T5J 3S2

## Questions?

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

## Deadline

To be considered, a complete nomination package must be received by **February 28, 2019**.



**Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Waqar Manzoor and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.**



**Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Mr. James Swift and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.**



THE  
ALBERTA  
ORDER OF EXCELLENCE

RECEIVED

JAN 15 2019

M.D. OF PINCHER CREEK

January 7, 2019

Reeve Quentin Stevick  
Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek AB T0K 1W0

Dear Reeve Stevick,

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.*

*Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.*

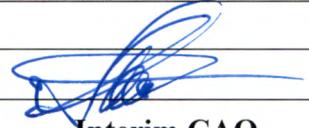
*More information and nomination forms are available on our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe). The deadline for submission is Friday, February 15, 2019.*

Sincerely,

Andrew C.L. Sims  
Chair

Facebook: @AlbertaOrderofExcellence  
Twitter: @AOEalberta

## Recommendation to Council

<b>TITLE: Police Advisory Committee</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: January 15, 2019</b>	
<b>DEPARTMENT: Administration</b>			
			<b>ATTACHMENTS:</b> 1. Email, January 3, 2019
<b>Department Supervisor</b>		<b>Date</b>	
<b>APPROVALS:</b>			
			<i>16 January 2019</i>
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council determine their participation in the Town of Pincher Creek Police Advisory Committee.**

**BACKGROUND:**

During the Organizational Meeting, held October 24, 2017, Council moved that there be no representation on the Town of Pincher Creek Police Advisory Committee (PAC), at that time.

On January 3, 2019, the MD received the attached email from Community Peace Officer Lindsey Johnson, updating Council on the PAC.

Membership to the PAC was mentioned again.

**FINANCIAL IMPLICATIONS:**

Councillor(s) would be eligible for meeting per-diems.

## MDInfo

---

**From:** CPO2 <CPO2@pinchercreek.ca>  
**Sent:** Thursday, January 3, 2019 12:23 PM  
**To:**

**Subject:** Police Advisory Committee Members

Good Afternoon,

I may not have met all of you yet but I am the new Community Peace Officer joining the Town of Pincher Creek Municipal Enforcement team. I've volunteered to be apart of the Police Advisory Committee and I had the opportunity to sit in at the last committee meeting.

As we discussed in October, the Police Advisory Committee was going to utilize some of the Town of Pincher Creeks social media pages to advertise the up coming Police Advisory Committee, highlighting our purpose and who the committee members are. This will hopefully give the public a bit of notice and an opportunity to bring forward concerns they may have.

It was discussed, within town staff, to advertise the Town of Pincher Creek's main reception email as an initial way for the public to contact the committee. From there, we will distribute emails or bring up the issue at our upcoming meeting. At the next meeting we could also discuss if we would like a more direct way for the public to contact each individual member, but at this time this would be the fast way to organize and start advertising.

Please let me know if we can list you as one of our Police Advisory Committee Member.

Thank you

**Lindsey Johnson**  
Community Peace Officer  
Town of Pincher Creek  
Phone: (403)627-3156  
Cell: (403)339-6080  
E-mail: [CPO2@pinchercreek.ca](mailto:CPO2@pinchercreek.ca)



## Recommendation to Council



**TITLE: Invitation to Attend – Community Foundation**

**PREPARED BY: Sheldon Steinke**

**DATE: January 16, 2019**

**DEPARTMENT: Administration**

		<b>ATTACHMENTS:</b> 1. Letter, dated January 7, 2019
<b>Department Supervisor</b>	<b>Date</b>	

**APPROVALS:**

<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>
		<i>16 Jan 2019</i> <b>Date</b>

**RECOMMENDATION:**

**That Council determine their attendance to the Friends of the Foundation Dinner, scheduled for Thursday, March 28, 2019, in Lethbridge, AB.**

**BACKGROUND:**

On January 14, 2019, the MD received the attached letter, with invitation, inviting Council to attend an event hosted by Community Foundation.

**FINANCIAL IMPLICATIONS:**

Tickets are \$50 each, as well, Councillor(s) would be eligible for meeting per-diems.



**RECEIVED**  
JAN 14 2019  
M.D. OF PINCHER CREEK

Reeve Brian Hammond  
PO Box 279  
1037 Herron Ave  
Pincher Creek, AB T0K 1W0

January 7, 2019

Dear Reeve Hammond,

The new year has arrived, and with it comes the new Friends of the Foundation Dinner! It is my great pleasure to invite you to join us on **Thursday, March 28, 2019** at the Coast Lethbridge Hotel & Conference Centre, as we celebrate the work of the Community Foundation and the impact it has throughout Southwestern Alberta.

The evening will feature a lively presentation by guest speaker Paul Nazareth of the Canadian Association of Gift Planners. With almost two decades of experience shaping the landscape of charitable giving, Paul is a leader in Canada's philanthropic sector. He will share his dynamic perspective on the state of philanthropy in Canada, and talk about how supporting community through charitable giving is one of the best investments a person can make.

Please find enclosed your invitation, which includes all of the details for the dinner. I encourage you to share it with anyone who might be interested in learning more about the Community Foundation. If you have any questions or would like to RSVP, please visit [CFLSAdinner19.eventbrite.ca](http://CFLSAdinner19.eventbrite.ca), or contact the Community Foundation office at 403-328-5297 or [communications@cflsa.ca](mailto:communications@cflsa.ca).

I hope you are able to join us on March 28 as we welcome friends old and new, share highlights from 2018, and learn more about how communities flourish through generosity.

Best wishes,

Charleen Davidson  
Executive Director

# About the speaker



With almost two decades of experience, Paul Nazareth is a leader in Canada's philanthropic sector. Currently Vice President, Education & Development at the Canadian Association of Gift Planners (CAGP), he recently served as Vice President for the charitable giving platform CanadaHelps.

Previously, Paul was a philanthropic advisor with Scotia Wealth, and has also spent over a decade working with several Toronto-based charities. He sits on the Boards of several non-profit organizations, and as Chair of the Advisory Board of the Humber College postgraduate fundraising program.

Paul is a sought-after speaker, having made appearances in every province with the Association of Fundraising Professionals. He speaks often to many advisor groups, including Advocis and CPA. In 2016, he was named a lifetime "friend" of CAGP. As a result of Paul's charitable giving expertise, he appears often on national television and contributes articles about philanthropy to a variety of publications.

## **Community Foundation of Lethbridge and Southwestern Alberta**

Unit 50, 1202 2nd Avenue S · Lethbridge, AB · T1J 0E3  
403-328-5297 · office@cflsa.ca · www.cflsa.ca



facebook.com/cflsa



@LethFoundation

# 2019 Friends of the Foundation Dinner

With Special Guest Speaker

**Paul Nazareth**

Canadian Association of Gift Planners

**Thursday, March 28, 2019**

Coast Hotel & Conference Centre

526 Mayor Magrath Drive S.

Lethbridge, AB T1J 3M2

Doors: 6:15 p.m.

Dinner & Program: 7:00 p.m.

Tickets: \$50 · Available online at

[CFLSAdinner19.eventbrite.ca](http://CFLSAdinner19.eventbrite.ca) or from the

Community Foundation office.



COMMUNITY  
FOUNDATION

LETHBRIDGE + SOUTHWESTERN ALBERTA

Communities *flourish* through generosity

## Recommendation to Council



**TITLE: Invitation to Attend – Lethbridge County**

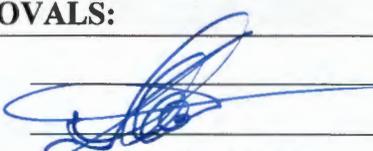
**PREPARED BY: Sheldon Steinke**

**DATE: January 16, 2019**

**DEPARTMENT: Administration**

Department Supervisor	Date	ATTACHMENTS:
		1. Letter, dated December 20, 2018

**APPROVALS:**

			
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>
			<i>16 Jan 2019</i>

**RECOMMENDATION:**

**That Council determine their participation in a meeting suggested by Lethbridge County to discuss emerging issues impacting municipalities and irrigation districts.**

**BACKGROUND:**

On January 7, 2019, the MD received the attached letter from Lethbridge County, inviting Council to participate in a regional meeting between several agencies.

While there are private irrigations systems (pivots, etc), within the MD, the MD does not have an Irrigation District within its boundaries.

There are two reservoirs (Oldman Dam and Waterton Dam), within MD boundaries, that feed into an irrigation system, but that is the extent of public irrigation within our area.

**FINANCIAL IMPLICATIONS:**

Councillor(s) would be eligible for meeting per-diems.



#100, 905 - 4<sup>th</sup> Avenue South, Lethbridge, Alberta T1J 4E4

**RECEIVED**  
JAN - 7 2019  
M.D. OF PINCHER CREEK

December 20, 2018

Sheldon Steinke, CAO  
MD of Pincher Creek  
1037 Herron Avenue, Box 279  
Pincher Creek, AB T0K 1W0

Dear SheldonSteinke:

Over the past few months the need to address emerging issues that impact both municipalities and irrigation districts has moved to the forefront. Following discussions with other municipalities, Lethbridge County felt it would be beneficial to begin a dialogue and with support from the District 1, Foothills Little Bow of the RMA to meet, along with the irrigation districts for further considerations of these important matters.

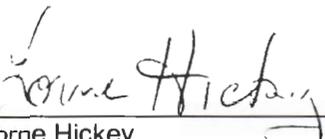
To that extent Bill Diepeveen and Jeanne Byron have been contracted to convene an initial meeting of the District 1 Municipalities, Alberta Irrigation Districts, Alberta Environment, Alberta Transportation, Alberta Irrigation Projects Association and the Irrigation Secretariat. Both Bill and Jeanne are mediators on the Alberta Municipal Affairs roster and have extensive experience in working with municipalities across the province.

The intent of the meeting, tentatively set for early March, would be to confirm the interest to participate and identify issues that each of the organizations believes is relevant; then design a collaborative process to address each concern. The ideal outcome is to reach consensus on areas of mutual interest, where possible.

In preparation for the initial meeting, the mediators will be contacting all potential participants in January to assess interest, provide more details about the potential process and gain a better understanding of what the topics for discussion might be. The intent is that the mediators will facilitate this consensus-based process and work on behalf of all participants to ensure that every party's issues are brought forward for consideration and discussion.

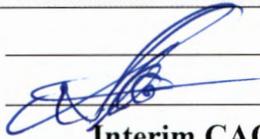
As a County we are committed to work with all stakeholders and are confident that through a focused, facilitated discussion we will be in the best position to achieve long term results that meet the interests of all involved.

Sincerely,

  
\_\_\_\_\_  
Lorne Hickey,  
Reeve Lethbridge County

# Administration Guidance Request

Gfe

<b>TITLE: DEADSTOCK COLLECTION AND DISPOSAL; REGIONAL SUSTAINABLE SOLUTION INITIATIVE</b>		
<b>PREPARED BY: Lindsey Davidson</b>		<b>DATE: January 17<sup>th</sup>, 2019</b>
<b>DEPARTMENT: AES</b>		
<b>Shane Poulsen</b>	<b>January 17<sup>th</sup> 2019</b>	<b>ATTACHMENTS:</b> 1. Synopsis of January 16 <sup>th</sup> Meeting
<b>APPROVALS:</b>		
_____	_____	_____
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>
		 _____
		 _____
		<b>Date</b>

**REQUEST:**

Is council prepared to provide the resources to facilitate administration to host focus group meetings over the next 3 months?

**BACKGROUND:**

As of March 31<sup>st</sup>, 2019 the Crowsnest/Pincher Creek Landfill will no longer accept dead animal carcasses and butchering waste.

A short term solution is urgently being sought for the disposal of non-SRM material from butcher shops, agricultural producers, Alberta Transportation (road waste), veterinary practices and hunters.

On January 16<sup>th</sup> subject matter experts and impacted stakeholders discussed their concerns and identified a number of possible short term solutions along with the need for more long-term planning.

Short-Term Solutions identified:

- West Coast Reductions rendering service (Lethbridge)
- Lethbridge Bio-Gas Processing (Lethbridge)

Additional detail needs to be provided regarding potential volumes, required frequency of pick-up, regulatory considerations, bio-security issues, occupational health and safety concerns and cost of these options.

Long-Term Considerations identified:

- On-Farm Composting
- Large Scale (commercial) Compost Facility
- Incineration (regional landfill initiative)

## **Administration Guidance Request**

Additional information needs to be provided to impacted stakeholders to enable them to make an appropriate decision on which option is most viable for them to support and pursue.

### **FINANCIAL IMPLICATIONS:**

Variability in financial implications based on course of action chosen and level of involvement of the MD of Pincher Creek.

## INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

January 4, 2019 – January 17, 2019

### DISCUSSION:

- Jan 7 CUPE Negotiations Preparation
- Jan 8 Council Committee / Council Meeting
- Jan 9 Joint Worksite Health and Safety / CAO Selection Meeting
- Jan 10 Staff Meeting / CAO Decision Meeting.
- Jan 15 Remo Expression of Interest Closing Date,
- Jan 16 Review of Grants / Carry Forwards, Audit Prep,
- Jan 17 Fast4Ward Consulting Consultation for finalising Offer Process f  
or CAO,
- Jan 18 REMO Recommendation Meeting

### UPCOMING:

- Jan 22 Council Committee / Council Meeting
- Jan 23 CUPE Negotiations

### OTHER

Director Positions Recruitment of Director of Operations ongoing.  
CAO Letter of Offer and Dossier being finalised for forwarding to  
selected candidate

### RECOMMENDATION:

That Council receive for information, the Interim Chief Administrative Officer's report for the period of January 4, 2019 to January 17, 2019.

Prepared by: Interim CAO, S. Steinke Date: January 17, 2019

Presented to: Council Date: January 22, 2019

# Recommendation to Council

H1

<b>TITLE: Informational Correspondence</b>			
<b>PREPARED BY: Sheldon Steinke</b>		<b>DATE: January 16, 2019</b>	
<b>DEPARTMENT: Administration</b>			
<b>Department Supervisor</b>		<b>ATTACHMENTS:</b> 1. <b>Municipal Sustainability Initiative, dated December 17, 2018</b> 2. <b>Application for the Cowley Ridge Green Power Project – Proceeding 24054, received January 4, 2019</b>	
<b>APPROVALS:</b>			
_____		_____	
_____		_____	
<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council receive the following document as information:**

- 1. Municipal Sustainability Initiative, dated December 17, 2018**
- 2. Application for the Cowley Ridge Green Power Project – Proceeding 24054, received January 4, 2019**

**BACKGROUND:**

Informational correspondence was received.

**FINANCIAL IMPLICATIONS:**

None at this time.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

**RECEIVED**

**JAN 14 2019**

**M.D. OF PINCHER CREEK**

AR95739

December 17, 2018

Reeve Quentin Stevick  
Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek AB T0K 1W0

Dear Reeve Stevick,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Sheldon Steinke, Chief Administrative Officer, Municipal District of Pincher Creek

**RECEIVED**  
JAN - 4 2019  
M.D. OF PINCHER CREEK

# Notice

## Application for the Cowley Ridge Green Power Project in the Municipal District of Pincher Creek has been received

Proceeding 24054  
Application 24054-A001

The Alberta Utilities Commission, the independent utilities regulator, will be considering the wind power plant development application in Proceeding 24054. If you feel you may be affected by this application, you can provide input to the AUC to review before it makes its decision.

**Written submissions are due February 1, 2019.**

Cowley Ridge Green Power Inc. has applied to construct and operate an 18.55-megawatt wind power plant designated as the Cowley Ridge Green Power Project, under the *Hydro and Electric Energy Act*. The Cowley Ridge Green Power Project would be located approximately 10 kilometres northwest of Pincher Creek, and two kilometres south of Cowley. More specifically, the project would be located in the following lands:

- East half of Section 8, Township 7, Range 1, west of the Fifth Meridian.
- Southwest quarter of Section 9, Township 7, Range 1, west of the Fifth Meridian.
- Southeast quarter of Section 17, Township 7, Range 1, west of the Fifth Meridian.
- North half of Section 4, Township 7, Range 1, west of the Fifth Meridian.

The Cowley Ridge Green Power Project would be located on lands formerly occupied by the Cowley Ridge Wind Farm, which operated from 1993 to 2016. The Cowley Ridge Wind Farm was comprised of 57 wind turbines on 24.5-metre lattice towers. The proposed Cowley Ridge Green Power Project would consist of five wind turbines as seen in the attached map, with a hub height of 85 metres.

**Additional information about the application**

The application and any associated documents are publicly available and can be accessed from the eFiling System on the AUC website [www.auc.ab.ca](http://www.auc.ab.ca). Alternatively, for more information about what is being applied for, or for a copy of the application, please contact:

Cowley Ridge Green Power Inc.  
Terry Kwas  
Phone: 403-267-4922  
Email: [terry\\_kwas@transalta.com](mailto:terry_kwas@transalta.com)

**Participant information**

For more information about how you may become involved in this proceeding please contact us or visit our website and review the information under “Have your say” and under “Review process.”

**Submissions**

If you wish to participate in this proceeding, please visit our website and log in to the eFiling System, go to Proceeding 24054, and register to participate under the “registered parties” tab. Alternatively, please contact us at 310-4AUC or [info@auc.ab.ca](mailto:info@auc.ab.ca) for more information or assistance with filing your submission. The lead application officer, Abhinav Ayri, can also be contacted at [abhinav.ayri@auc.ab.ca](mailto:abhinav.ayri@auc.ab.ca) or 403-592-4424.

The AUC may make its decision without further notice or process if no written submissions are received.

Submissions must include your name, address, phone number, legal land location, description of your land in relation to the proposed development and a description of your interest in the land, your business, or your activities which may be affected by the proposed project. Please also briefly describe the issues you would like the AUC to consider when making its decision.

**Privacy**

To support an open and transparent process, information you send to the AUC will be publicly available through the AUC’s eFiling System. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Issued on December 21, 2018.

Alberta Utilities Commission  
Douglas A. Larder, QC, General Counsel

