

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
May 14, 2019
1:00 pm**

- A. ADOPTION OF AGENDA
- B. DELEGATIONS
 - 1. Family and Community Support Services
 - Email dated April 15, 2019
- C. MINUTES/NOTES
 - 1. Council Committee Meeting Minutes
 - April 23, 2019
 - 2. Council Meeting Minutes
 - April 23, 2019
- D. BUSINESS ARISING FROM THE MINUTES
- E. UNFINISHED BUSINESS
- F. COMMITTEE REPORTS / DIVISIONAL CONCERNS
 - 1. Councillor Quentin Stevick – Division 1
 - a. Agricultural Service Board
 - Minutes of April 4, 2019
 - 2. Councillor Rick Lemire – Division 2
 - a. Destination Management Organization Update
 - Email dated May 2, 2019, with Presentation
 - 3. Councillor Bev Everts– Division 3
 - a. Alberta SouthWest Regional Alliance
 - Minutes from April 10, 2019
 - Bulletin May 2019
 - Annual General Meeting Invitation – June 5, 2019
 - 4. Reeve Brian Hammond - Division 4
 - 5. Councillor Terry Yagos – Division 5
- G. CHIEF ADMINISTRATIVE OFFICER’S (CAO) REPORTS
 - 1. Operations
 - a) Policy C-PW-009 – Dust Control
 - Recommendation to Council, dated May 8, 2019
 - b) Regional Water and Wastewater Project Briefing
 - Brief dated May 8, 2019
 - c) Operations Report
 - Report from Operations, dated May 9, 2019

2. Planning and Development

- a) Amendments to Policy C-FIN-529 Fees and Charges
 - Recommendation to Council, dated May 9, 2019
- b) Agricultural and Environmental Services Activity Report
 - Report dated May 9, 2019
- c) Road Closure Request – NE 6-6-1 W5M
 - Recommendation to Council, dated April 16, 2019
- d) Road Closure Bylaw No. 1300-19
 - Recommendation to Council, dated May 9, 2019

3. Finance

- a) Operating Line of Credit – Borrowing Bylaw
 - Recommendation to Council, dated May 6, 2019

4. Municipal

- a) Intermunicipal Collaborative Framework Committee
 - Recommendation to Council, dated May 7, 2019
- b) Cancellation of Summer Meetings
 - Recommendation to Council, dated May 3, 2019
- c) Request for Funding – Canada Day Fireworks
 - Recommendation to Council, dated May 7, 2019
- d) Appointment of Fire Guardians
 - Recommendation to Council, dated May 6, 2019
- e) Sorting Fees – Crowsnest / Pincher Creek Landfill Association
 - Administration Guidance Request, dated May 9, 2019
- f) Invitation to Waterton Biosphere Reserve Event
 - Administration Guidance Request, dated May 6, 2019
- g) Chief Administrative Officer Report
 - Report from CAO, dated May 9, 2019

H. CORRESPONDENCE

1. For Information

- a) Informational Correspondence
 - Recommendation to Council, dated May 9, 2019, covering:
 - Email from Town of Pincher Creek, dated May 7, 2019
 - Letter from Community Foundation, dated April 24, 2019
 - Letter from Southern Alberta Recreation Association, received May 2, 2019
 - Email from Alberta SouthWest Regional Economic Development, dated April 17, 2019
 - Email from David McNeil, dated April 30, 2019 & response email, dated May 1, 2019
 - Letter from Community Hall Board, dated April 15, 2019
 - Letters from AUC, dated May 7, 2019
 - Email from AltaLink, dated April 17, 2019
 - Letter from Plains Midstream, dated March 26, 2019, with 2018 Report

I. CLOSED MEETING SESSION

J. NEW BUSINESS

K. ADJOURNMENT

Tara Cryderman

From: FCSS <fcss@pinchercreek.ca>
Sent: Monday, April 15, 2019 2:02 PM
To: Tara Cryderman
Subject: FCSS Presentation to Council

Hi Tara;

I would like to do an FCSS presentation to Council (basically an update for both Grants Program and Administrative Agreement) What does the agenda like for May 14th?

Thanks,

David Green
Coordinator
Pincher Creek and District FCSS

FCSS

...by the numbers

August 31, 2018

**315 Municipalities and Metis
Settlements**

organized into 206 FCSS Programs

2016 FCSS Programs Reported

87,315 Volunteers

Providing 2.5 Million Hours of

Service Equaling

30.5 million dollars

99% of Albertans

have access to

FCSS Programs

THIS AGREEMENT made this 11 day of September A. D. 2008

BETWEEN:

THE TOWN OF PINCHER CREEK

(hereinafter called "the Town")
of the **FIRST PART**

- and -

THE MUNICIPAL DISTRICT OF PINCHER CREEK NO.9

(hereinafter called "the M.D.")
of the **SECOND PART**

- and -

THE VILLAGE OF COWLEY

(hereinafter called "the Village")
of the **THIRD PART**

WHEREAS the Town, M.D. and the Village have established, administer and operate a joint Family and Community Support program under the name: **The Pincher Creek & District Family and Community Support Services Board.**

AND WHEREAS the parties desire to formalize an agreement pursuant to section 2 (6) of the *Family and Community Support Services Act.*

NOW THEREFORE THIS AGREEMENT WITNESSETH, that in consideration of the mutual covenants and provisions herein contained, the Parties hereto agree as follows:

1. The Preamble shall form part of this agreement;
2. The Parties hereby agree to jointly provide for the establishment, administration and operation of joint family and community support service programs as set out in the *Family and Community Support Services Act* and *Regulations* thereunder;

3. The aforesaid services shall be administered and operated by the Pincher Creek & District Family and Community Support Services Board (hereinafter called " FCSS");
4. The FCSS shall consist of a Board of Directors composed of no less than one (1) Councillor from each of the Town, M.D. and the Village.
5. FCSS shall administer and operate the Family and Community Support Programs on behalf of the parties and in connection with the same, shall:
 - (a) decide which applicants qualify for grants and the amount of the grant;
 - (b) obtain signed agreements with grant recipients;
 - (c) ensure that appropriate financial statements are provided by the recipient organizations to the Board and to the parties;
 - (d) ensure that the grants are used for the purposes as set out in the Act and Regulations thereunder;
 - (e) report to the Town, M.D. and Village on an annual basis on the funds received and disbursed including administration costs;
6. The Parties agree to individually apply for funding under the Act and all funds received by grants and the municipal requisition portion shall be paid to the FCSS to be administered by them;
7. The Parties agree that an annual report, as required under the Act, shall be jointly filed by all Parties;
8. This agreement may be terminated by any Party upon one (1) year's written notice of termination being given by the terminating Party to the other Parties with the notice to be effective December 31 of the following year.

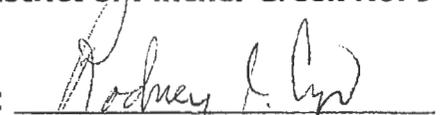
IN WITNESS WHEREOF THE PARTIES HAVE HEREUNTO AFFIXED
their corporate seals attested to by their proper officers, the day, month and
year first above written.

The Town of Pincher Creek

Per: 
Mayor - Gary Mills

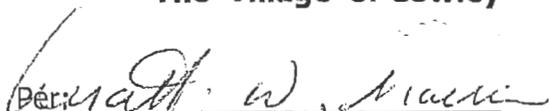
Per: 
C.A.O. - Fran Kornfeld

The Municipal District of Pincher Creek No. 9

Per: 
Reeve - Rod Cyr

Per: 
C.A.O. - Loretta Thompson

The Village of Cowley

Per: 
Mayor - Wyatt Martin

Per: 
C.A.O. - Laurie Wilgosh

PINCHER CREEK AND DISTRICT FAMILY & COMMUNITY SUPPORT SERVICES

1. PURPOSE

An Administrative Board is hereby established to oversee the operation of a joint Family and Community Support Services program for the benefit of the citizens of the Town of Pincher Creek, the Municipal District of Pincher Creek #9 and the Village of Cowley.

2. NAME

The Board shall be known as the Pincher Creek and District Family and Community Support Services Board.

3. MEMBERSHIP

- a. The Board of Directors shall consist of no less than one councilor appointed from each of the Town of Pincher Creek, Municipal District of Pincher Creek #9 and the Village of Cowley. Up to four members from the community at large may serve on the Board.
- b. When a vacancy arises from Members at Large, the position shall be advertised. Applications will be reviewed by the Board, and such appointments made by majority vote of said Board at the next general meeting.
- c. On or before November 30th of each year, all municipalities concerned shall notify the Chairman of the Board and the Directors of Family & Community Support Services, the names of their appointed Board Members for each ensuing year.
- d. The members at large of the Board shall hold office for two years.
- e. Retiring members are eligible for re-appointment to the Board.
- f. A member who is absent from two consecutive meetings of the Board, unless excused through illness or other reason deemed acceptable by the Board, shall automatically forfeit his/her office.
- g. Any member of the Board may resign by submitting a resignation in writing to the Chairman.
- h. In the event of a vacancy arising from Municipal Council representation on the Board occurring during the year, another member may be appointed by the municipality concerned to hold office for the balance of the year.
- i. No more than one member of a project Board of Management shall sit on the Board.

4. OFFICERS

- a. At the first meeting following the municipal appointments to the board, the following officers shall be elected (if necessary):
 - Chairman - will preside at all meetings
 - Vice-Chairman - will preside in absence of Chairman
 - Recording/Secretary - shall be appointed by the Board and will be responsible for the recording of minutes
 - Treasurer - appointed by the Board
- b. Term of Office - one year
- an officer may be eligible for re-election

5. MEETINGS

- a. The Board shall hold regular monthly meetings at such times and places as may be deemed advisable by the Board.
- b. Special meetings of the Board may be called by the Chairman to his-her discretion, providing that every member be given at least 24 hours notice of the meeting.
- c. A quorum shall consist of a majority of the members of the Board. A meeting is not in order unless a quorum of the Board is present.
- d. The annual meeting shall be June 30 of each year, or not later than 90 days after fiscal year end.

6. VOTING

- a. Every member present, including the Chairman, shall vote on every motion.

7. MINUTES

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Secretary. Copies of these minutes shall be mailed to each Board member and to each participating Municipal Council as soon as possible after each meeting.

8. FAMILY & COMMUNITY SUPPORT SERVICES PROJECTS

- a. Each project funded by the Board shall be administered by a volunteer board of management. The project boards shall be responsible to the Pincher Creek and District Family & Community Support Services Board.
- b. Individual project Boards of Management shall present to the Family & Community Support Services Board, on an annual basis, their program plans and objectives and project reports as required by the Family & Community Support Services Board during the project year.

9. FINANCE

- a. Annual funded projects must be submitted to the Family & Community Support Services Board, budget request for the ensuing budget year no later than November 1st.
- b. No later than January 15th of each year, an estimated budget of the proposed programs for the ensuing budget year shall be considered and approved by the Family & Community Support Services Board.
- c. All grants for payment to be approved the Family & Community Support Services Board.
- d. No project may exceed its budgeting deficit without the prior approval of the Board. The deficit for the total Family & Community Support Services program may not exceed the total approved budget without prior approval from the participating municipal councils, namely, the Town of Pincher Creek, the Municipal District of Pincher Creek #9 and the Village of Cowley.
- e. The Pincher Creek & District Family & Community Support Services Board will not be responsible for any over-expenditure of any authorized project budget.
- f. On or before May 15th in each year, a statement of the financial affairs of the Family & Community Support Services program for the previous budget year, plus such other reports as may be required or requested, shall be sent to each member of the Family & Community Support Services Board, to the Secretary-Treasurer of each of the participating municipalities, and to the Family & Community Support Services, Office of the Provincial Director, Department of Social Services and Community Health.
- g. An audited financial statement shall be forwarded to the Office of the Provincial Director, Family & Community Support Services, Edmonton, participating municipalities and the members of the Pincher Creek & District Family & Community Support Services Board upon receipt from the auditors.

Proposed Revisions: **Bold and underlined.**

**MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, April 23, 2019; 9:00 am**

Present: Reeve Brian Hammond, Councillors, Rick Lemire, Bev Everts and Terry Yagos

Absent: Councillor Quentin Stevick

Staff: Chief Administrative Officer Troy MacCulloch, Assistant Public Works Superintendent Jared Pitcher, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, and Executive Assistant Tara Cryderman

Reeve Brian Hammond called the meeting to order, the time being 9:00 am.

1. Approval of Agenda

Councillor Bev Everts

Moved that the agenda for April 23, 2019, be approved as presented.

Carried

2. Closed Meeting Session

Councillor Terry Yagos

Moved that Council close the Council Committee Meeting to the public for discussions regarding the following, the time being 9:02 am:

- Public Works Call Log – FOIP Section 17

Carried

Councillor Rick Lemire

Moved that Council open the Committee Meeting to the public, the time being 9:35 am.

Carried

3. Invitation to Attend – Graduation Ceremony and Hospitality Night

Discussion occurred as to the attendance of these two events.

Councillor Bev Everts will attend the Matthew Halton Graduation Ceremony on behalf of the MD.

The invitation to the Hospitality Night will be placed on the Council Meeting Agenda for April 23, 2019.

4. Designated Industrial Property Discussion

Tax Assessor Doug Jensen attended the meeting to speak to Designated Industrial Property (DIP).

The following link was shared:

<https://www.alberta.ca/centralized-industrial-property-assessment.aspx>

Doug has assessed any resource extracting sources as DIP.

Linear is now labelled as DIP.

It was explained that DIP was the result of an Equity Study by Municipal Affairs.

Any roll number that will have DIP assigned to it will have an additional levy assigned to it.

The MD is anticipating revisions to our assessments for DIP properties, but has to wait for the province to send the information. Assessments notices will need to be revised.

Linear and other were explained.

Railway is now DIP.

5. Round Table Discussions

Administration provided a brief update of the action items from the last meeting.

Division 1
Not present

Division 2
- Ad Hoc Art Committee update
- Road Closures within the Forestry area

Division 3
- Sanction of the Town of Pincher Creek Councillor, and the ability for the MD Council to have an opportunity for discussion prior to action. The Councillor Code of Conduct was discussed.
- Upcoming Trade Show

Division 4
- ICF procedures

Division 5
- Nothing to report

6. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 12:04 pm.

DRAFT

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
APRIL 23, 2019

9127

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, April 23, 2019, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

ABSENT Councillor Quentin Stevick

STAFF Chief Administrative Officer Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, Environmental Services Technician Lindsey Davidson 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 Bev Everts 19/190

Moved that the Council Agenda for April 23, 2019, be amended, the amendment as follows:

Addition to New Business J3 – Invitation to Matthew Halton Graduation Ceremony;
 Addition to New Business J4 – Invitation to Kootenai Brown Pioneer Village – Hospitality Night;

And that the agenda be approved, as amended.

Carried

B. DELEGATIONS

Nil

C. MINUTES

1. Coffee with Council Notes

Councillor Bev Everts 19/191

Moved that the Coffee with Council Notes of April 8, 2019, be amended, the amendment is as follows:

Page 2 – last bulleted statement - Deletion of “The MD is in the process of drafting a Strategic Plan.”

Page 2 – under Upcoming Provincial Election – second statement – Revise sentence to read “...with conservation easements placed within MD Lands.”

Page 2 – under Beaver Mines Water and Wastewater Project – third statement – Revise sentence to read “If an additional solution is submitted via the current RFP, will another RFP for an engineering firm be required?”;

And that the Coffee with Council notes be approved, as amended.

Carried

2. Council Committee Meeting Minutes

Councillor Rick Lemire 19/192

Moved that the Council Committee Meeting Minutes of April 9, 2019 be approved, as presented.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 April 23, 2019

3. Council Meeting Minutes

Councillor Terry Yagos 19/193

Moved that the Council Meeting Minutes of April 9, 2019 be approved, as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

Nil

E. UNFINISHED BUSINESS

1. Energy Efficiency Alberta Community Generation Program

Councillor Terry Yagos 19/194

Moved that the email, dated March 12, 2019, as well as the delegation presentation by Charlene Beckie, with Clem Geo-Energy Corporation, be received as information.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
 - Absent
2. Councillor Rick Lemire – Division 2
 - a. Castle Region Destination Management Organization (DMO) Meeting
 - b. Facilities Meeting
 - Facility priorities
3. Councillor Bev Everts– Division 3
 - a. Oldman River Regional Services Commission
 - Minutes from February 14, 2019
 - b. Alberta SouthWest Regional Alliance
 - Minutes from March 6, 2019
 - Bulletin April 2019
 - Economic Conference in Banff
 - c. Family and Community Support Services
 - Draft Minutes from April 15, 2019
 - d. Pincher Creek Foundation
4. Reeve Brian Hammond - Division 4
 - a. Intermunicipal Development Plan Committee Meeting
 - b. Pincher Creek Foundation
5. Councillor Terry Yagos – Division 5
 - a. Castle Region DMO Meeting

Councillor Rick Lemire 19/195

Moved that the committee reports be received as information.

Carried

G. CHIEF ADMINISTRATIVE OFFICER’S (CAO) REPORTS

1. Operations

a) Agricultural Service Board Appeal Committee

Councillor Terry Yagos 19/196

Moved that Council adopt Corporate Policy C-AES-609, Agricultural Service Board Appeal Committee, and Terms of Reference;

And that Council direct Administration to proceed with advertising for interest to serve on the Agricultural Service Board Appeal Panel so that appointments to the panel can be made as quickly as possible.

Carried

b) Carcass and Butchering Waste Collection Site

Councillor Rick Lemire 19/197

Moved that Council supports the Regional Sustainability Initiative for Carcasses and Butchering Waste Disposal, as a 12 month pilot project, in principle;

And that further information, including costs associated with the initiative, be requested from the Crowsnest / Pincher Creek Landfill Association.

Councillor Terry Yagos requested a recorded vote.

Councillor Rick Lemire – In Favour
 Reeve Brian Hammond – In Favour
 Councillor Bev Everts – In Favour
 Councillor Terry Yagos – Opposed
 Motion Carried

c) Operations Report

Councillor Terry Yagos 19/198

Moved that the Operations report for the period dated April 2, 2019 to April 17, 2019, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

a) Western Mud Slingers Event License – July 13, 2019 Mud Bog – SW 7-6-28 W4M

Councillor Terry Yagos 19/199

Moved that Council, acting in their capacity as the Licensing Officer, pursuant to Bylaw No. 918A, grant the applicant a license for the mud-racing event planned for July 13, 2019.

Carried

3. Finance

Nil

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 April 23, 2019

4. Municipal

a) Letter of Support – Fencing – Summer Games Society

Councillor Bev Everts 19/200

Moved that Council provide a letter of support for the application to the Community Facility Enhancement Program, submitted by the Pincher Creek and District Summer Games Society.

Carried

b) Beaver Mines Park Drainage, Other Park Improvements and the Community Facility Operating Agreement and Beaver Mines Hamlet Drainage and the Water and Waste Water Project.

Councillor Bev Everts 19/201

Moved that Council direct Administration to meet with representatives of the Beaver Mines Community Association to discuss the letter, dated April 8, 2019, regarding Beaver Mines Park drainage, other park improvements and the Community Facility Operating Agreement, and the letter dated April 8, 2019, regarding Beaver Mines Hamlet Drainage and the Water and Waste Water Project, and bring back any budgetary items to Council for further discussions.

Carried

c) Chief Administrative Officer's Report

Councillor Terry Yagos 19/202

Moved that Council receive for information, the Chief Administrative Officer's report for the period of April 5, 2019 to April 17, 2019.

Carried

H. CORRESPONDENCE

1. For Information

a) Informational Correspondence

Councillor Bev Everts 19/203

Moved that Council receive the following documents as information:

- Invitation from Town of Pincher Creek, dated April 12, 2019, regarding the National Day of Mourning
- Letter from Castle-Crown Wilderness Coalition, received April 11, 2019, regarding the State of the Castle Report
- Letter from Alberta Capital Finance Authority, dated April 3, 2019, regarding the Annual General Meeting
- Letter from American Public Works Association, Alberta Chapter, dated March 29, 2019, regarding the National Public Works Week
- Email from Watershed Council, dated April 11, 2019, regarding the resolution passed during the Rural Municipalities of Alberta Convention
- Letter from Maurice Fritze, dated March 31, 2019 Alberta School Foundation Fund, dated March 19, 2019, regarding lobbying the government

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 April 23, 2019

I. CLOSED MEETING SESSION

Councillor Terry Yagos 19/204

Moved that Council close the Council Meeting to the public for discussions regarding the following, the time being 3:31 pm:

1. Land Easement – FOIP Section 16
2. Landfill Road Maintenance Contribution – FOIP Section 25
3. Alberta Utilities Commission Submission – FOIP Section 24

Carried

Councillor Bev Everts 19/205

Moved that Council open the Council Meeting to the public, the time being 4:28 pm.

Carried

J. NEW BUSINESS

1. Land Easement – FOIP Section 16

Councillor Bev Everts 19/206

Moved that Council authorizes the easement purchase, as discussed during the Closed Meeting Session.

Carried

2. Landfill Road Maintenance Contribution – FOIP Section 25

Councillor Terry Yagos 19/207

Moved that Council direct Administration to communicate with the Crowsnest / Pincher Creek Landfill Association, advising that the MD is requesting status update on the submitted grant applications;

And once a response has been obtained, further communication will be forwarded to the Association, regarding the landfill road maintenance contribution.

Carried

Councillor Bev Everts 19/208

Moved that Council direct Administration to implement safety mitigation measures along the Landfill Road.

Carried

Councillor Bev Everts 19/209

Moved that Council direct Administration to contact Municipal Affairs, and the newly elected Member of Legislative Assembly Roger Reid, to request a status update on the MD grant applications, specifically the Investing in Canada Infrastructure Program and the Provincial Strategic Transportation Infrastructure Program – Local Municipal Initiative.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 April 23, 2019

3. Matthew Halton High School Graduation Ceremony

Councillor Terry Yagos 19/210

Moved that Councillor Bev Everts be authorized to attend the Matthew Halton High School Graduation Ceremony, scheduled for May 25, 2019.

Carried

4. Kootenai Brown Pioneer Village Hospitality Night

Councillor Terry Yagos 19/211

Moved that any Councillors wishing to attend the Kootenai Brown Pioneer Village Hospitality Night, scheduled for May 1, 2019, be authorized to do so.

Carried

K. ADJOURNMENT

Councillor Terry Yagos 19/212

Moved that Council adjourn the meeting, the time being 4:33 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
April 4, 2019 – MD Council Chambers

Present: Chair John Lawson (via speakerphone), Vice Chair Martin Puch, Councillor Bev Everts, Councillor Quentin Stevick, and Members David Robbins and Frank Welsch.

Also Present: Director of Community Services Roland Milligan, Agricultural Services Manager Shane Poulsen, Environmental Services Technician Lindsey Davidson and Receptionist Jessica McClelland.

Vice Chair Martin Puch, called the meeting to order at 9:39 am.

A. ADOPTION OF AGENDA

David Robbins 19/038

Moved that agenda be amended to reflect the correction of F1a Land Owners Responsible for Weed Control on the MD Right of Way Policy 603, and F1b Weed Free Gravel Policy 608;

AND THAT the agenda be approved as amended.

Carried.

B. DELEGATION

Dennis Lastuka, local agricultural producer, attended the meeting at this time to discuss the potential the Alternative Land Use Systems (ALUS) program being adopted by the MD of Pincher Creek, and identified some potential project partners.

Dennis Lastuka left the meeting at this time, the time being 10:30 am.

C. MINUTES

Councillor Stevick 19/039

Moved that item I2h in resolution 19/036 for the minutes from March 7, 2019 be amended from “bin” to “bag”;

AND THAT the minutes be approved as amended.

Carried.

D. BUSINESS ARISING FROM THE MINUTES

E. ASB KEY CONTACT REPORT

Frank Welsch 19/040

Moved that the Government of Alberta Election Communications Policy be received as information.

Carried

F. UNFINISHED BUSINESS

1. (a) Landowners Being Responsible for Weed Control on Municipal Right-of-Ways

Councillor Everts 19/041

Moved that draft policy 603 Landowners Being Responsible for Weed Control on Municipal Right-of-Ways, be brought back to ASB for the meeting in May with changes as discussed.

Carried.

1. (b) Weed Free Gravel Policy

Frank Welsch 19/042

Moved that draft policy 608, Weed Free Gravel Policy, be brought back to ASB for the meeting in May with changes as discussed.

Carried.

1. (c) Gravel Summary

Councillor Stevick 19/043

Moved that the colored version of the 2018 Gravel Summary be brought back to the meeting in May with completed information.

Carried.

John Lawson left the meeting at this time, the time being 11:29am.

2. ASB Funding Review

Councillor Stevick 19/044

Moved that the ASB Funding Review dated February 6, 2019 be received as information.

Carried.

Councillor Stevick left the meeting at this time, the time being 11:29am.

G. 2019 AES WORKSHOP SCHEDULE

Councillor Everts 19/045

Moved that the ASB support proposed budget (option 2) with an estimated total projected cost of \$315.70 for the Bumblebee Box Build Workshop during the first of part of May, 2019;

AND THAT if an alternate venue is required AES staff can make those arrangements.

Carried.

H. 2019 AES DEPARTMENT REPORT

David Robbins 19/046

Moved to accept the departmental reports from Environmental Services Technician and Agricultural Services Manager for March 2019 as information.

Carried

I. CORRESPONDENCE

1. FOR ACTION

a. BMO FARM FAMILY AWARD, REQUEST FOR MD REPRESENTATIVE

Frank Welsch 19/047

Moved that Councillor Everts and AES Technician Lindsey Davidson be authorized to attend the BMO Farm Family Awards as MD representatives.

Carried.

b. SOUTHERN ALBERTA GRAZING SCHOOL FOR WOMEN, REQUEST FOR SPONSORSHIP

Frank Welsch 19/048

Moved that the ASB grant the Southern Alberta Grazing School for Women with a sponsorship amount of \$300 for 2019 to be taken from (2-62-0-772-2765) Special Projects and Plans.

Carried.

c. SWIM MEETING INFORMATION

Councillor Everts 19/049

Moved that the ASB support SWIM (South West Invasive Managers) 2019 Tour in the amount of \$500 to be taken from (2-62-0-773-2765) Conservation projects.

Carried.

2. FOR INFORMATION

Councillor Everts 19/050

Moved that the following be accepted as information:

- a. New Process for Appeals Under the Weed Control Act and Agricultural Pests Act, email from Jamie Curran dated March 13, 2019
- b. Environmental Stewardship News March 2019 and attachments
 - On-Farm Solar Photovoltaics Program Poster
 - Farm Energy and Agri-Processing Program Poster
 - Canadian Agricultural Partnership; Environmental Stewardship and Climate Change Program Poster
- c. Ag Plastics Pilot Program Summary
- d. Alberta Native Bee Council (ANBC) Spring Newsletter
- e. CAP Environmental Stewardship Team Information
- f. 7th Annual Alberta Open Farm Days

Carried.

J. NEW BUSINESS

Councillor Everts 19/051

Moved that administration bring the ALUS (Alternative Land Use Services) program forward with both Council and ASB for more information on potential projects for 2021.

Carried.

K. NEXT MEETING

Next ASB meeting is on Thursday May 2, 2019

L. ADJOURNMENT

Frank Welsch

19/052

Moved to adjourn the meeting, the time being 12:26 pm.

Carried.

ASB Chairperson

ASB Secretary

Tara Cryderman

From: Troy MacCulloch
Sent: Thursday, May 2, 2019 3:59 PM
To: Tara Cryderman
Subject: FW: Tourism Leadership - Next Steps
Attachments: Castle DMO - Leadership Workshop Apr 25 2019.pdf; ATT00001.htm; Castle Tourism Strategy - FINAL.docx.pdf; ATT00002.htm

DMO update for Council

troy

From: Eric Burton <ericburton@factor5group.com>
Sent: May 2, 2019 12:07 PM
To:

Subject: Tourism Leadership - Next Steps

Good day Tourism Leaders,

Thank you all for spending the day developing a vision for a Destination Management Organization in the region last Thursday. I hope you came away as energized by the discussion and networking as I did. The next major step is to rally the rest of the tourism related businesses and organizations and get their input on how a DMO can lead the development of an authentic tourism industry that reflects the character of the region.

For this, we need your help.

Focus Group Invites

Next week we will begin emailing information and links to register for the industry focus groups. Not only do we ask that you sign up right away for the focus group sessions in your industry, but please forward on the invite information to the tourism leaders that you listed last week. This will ensure that industry leaders join us to dive deeper into how a DMO can support the success of tourism in region.

Quotes Needed for Press Release

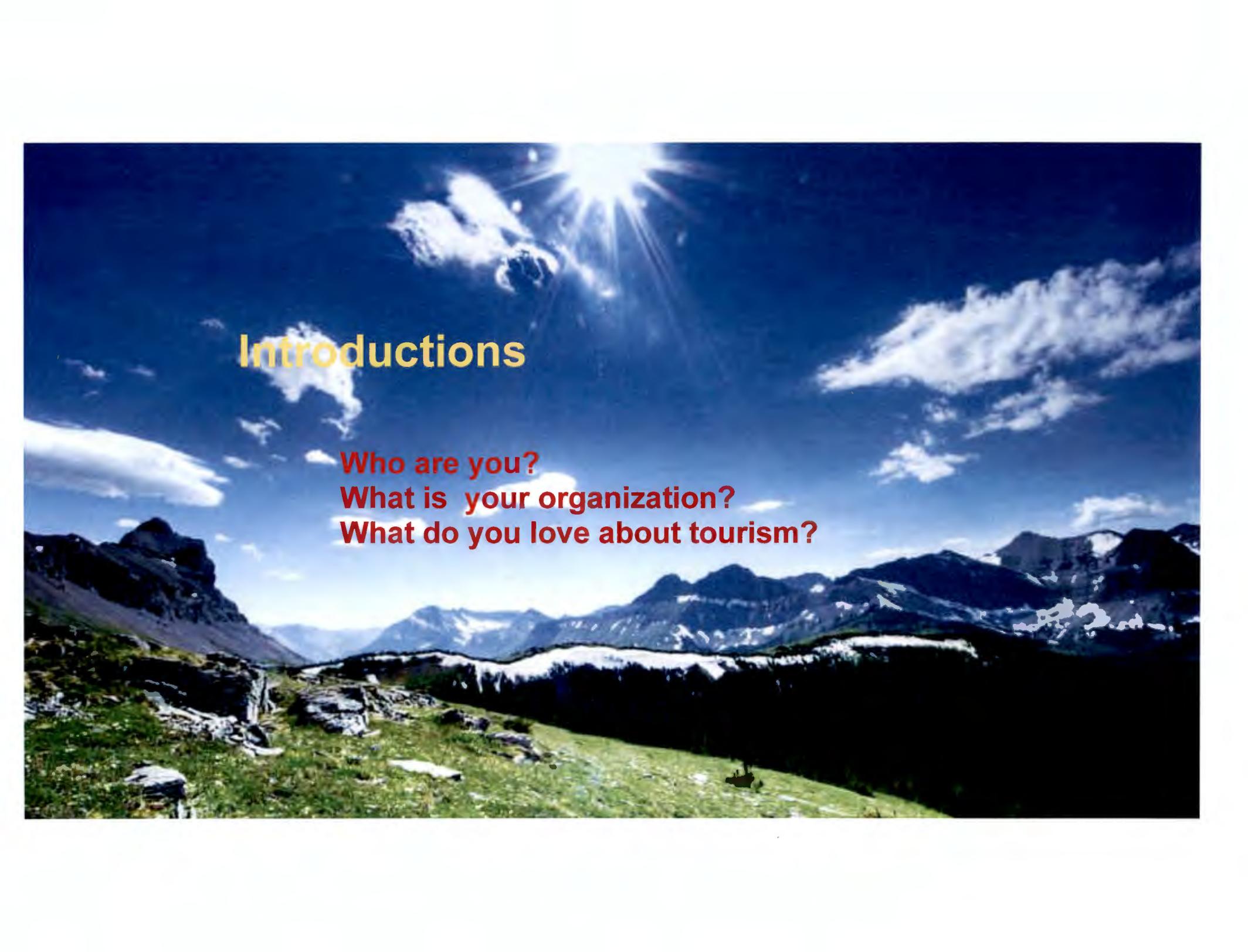
In the meantime, we are looking for quotes to include in a press release about last weeks session. If you have any comments on the leadership workshop, tourism in the region and/or the value of a DMO please send them to me today and I will work them in.

P.S. Attached you will find copies of the Leadership Workshop Presentation and the Government of Alberta Strategy discussed last week.



**Crowsnest Pass-Pincher Creek-Piikani
Nation-Castle Park Region
Destination Management Organization
Leadership Workshop**

Facilitated by Factor 5 Group
April 23, 2019



Introductions

Who are you?

What is your organization?

What do you love about tourism?

Project Overview

Purpose

Leverage and support tourism activity in the Crowsnest Pass-Pincher Creek-Piikani-Castle Park Region.

Goal

Creation of sustainable destination management organization to support and provide guidance to the tourism industry, governments, and communities in the area.

Project Methodology

Stage 1
Preparations

Stage 2
Community
Engagement

Stage 3
Analysis

Stage 4
Strategy and Business
Planning

Stage 5
Launch



Key Milestones

Milestones

Detailed Planning Session	March 7
Leadership Workshop	April 25
Regional Tour	April 26
Focus Groups	May 27-29
Strategic Planning Session	June 6
Draft Report	June 20
Presentations	August
Board Orientation Workshop	September 12

Key Stakeholders

Project Team

- Crowsnest Pass Community Futures
- Town of Pincher Creek
- Factor 5 Group

Leadership

- Town of Crowsnest Pass
- MD Pincher Creek
- Piikani Nation
- Castle Mountain Resort
- Castle Park Region

Target Industries

- Accomodations
- Food Services
- Outdoor Recreation
- Retail
- Events
- Attractions

Objectives of the Leadership Workshop

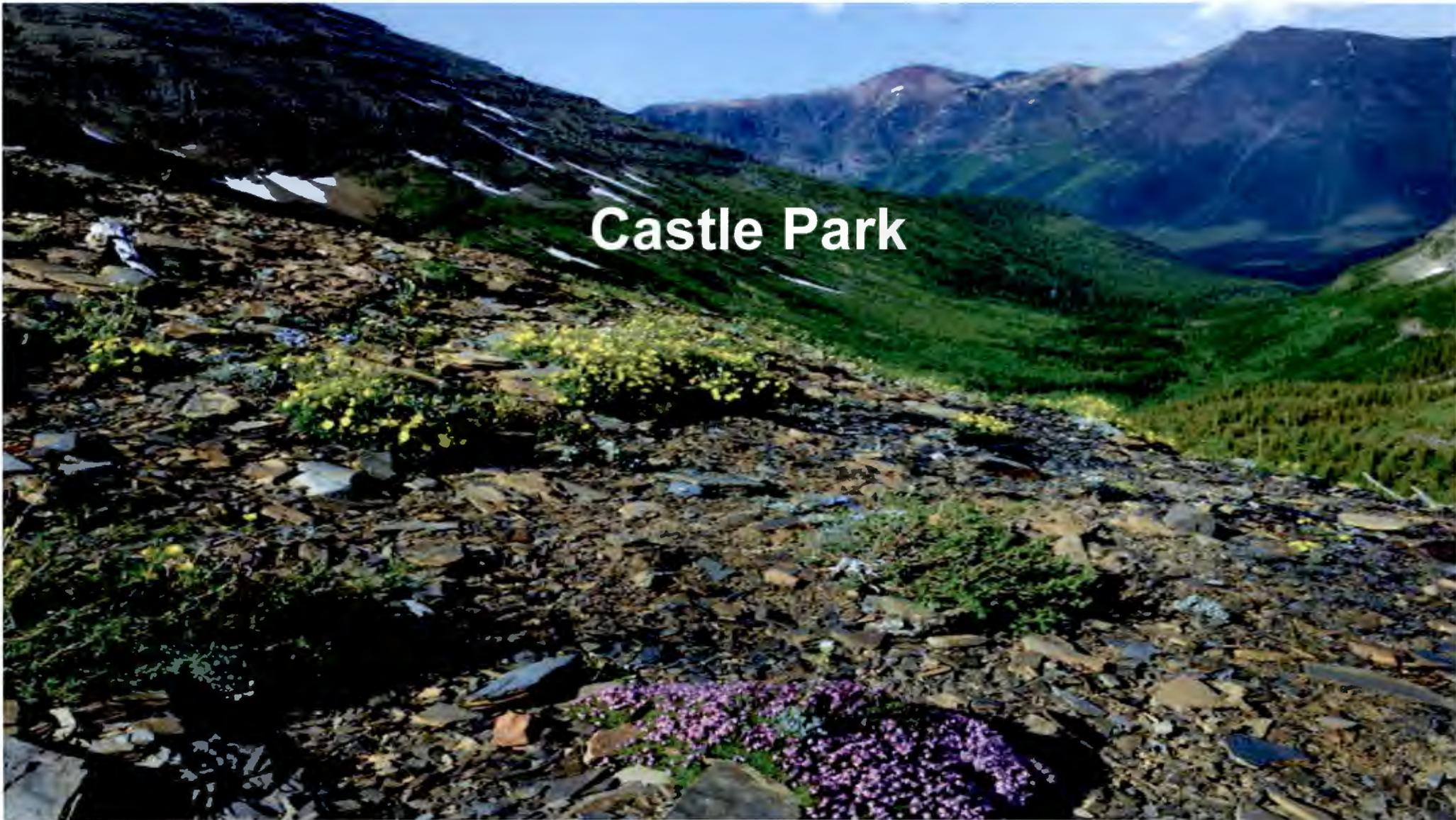
1. Rally community and industry leadership
2. Gather community and industry insight into regional priorities
3. Build regional leadership capacity through education and networking

Agenda

1. Castle Park Strategy Review
2. Creating a Destination Management Organization
3. Best Practices, Determinants of Success, Funding
4. Lunch
5. Engaging key industry and community stakeholders
6. Critical Success Factors in the Crowsnest-Pincher Region
7. Next Steps

Facilitation Tools

- Presentation
- Circle Discussion
- Small groups
- Pairings
- Full group



Castle Park

Castle Region Tourism Strategy - Highlights

- Developed by the GOA in consultation with local and regional stakeholders and formally approved by the Province in 2019
- Outlines key strategic actions that the GOA is undertaking over 2019-22 with partners, stakeholders and Indigenous communities in the region to support the growth of tourism



Regional Tourism Vision

- **Offer a range of environmentally responsible and sustainable outdoor recreation and nature-based tourism opportunities, and authentic Indigenous, cultural and historical experiences.**
- **Tourism growth and development should be careful to balance economic development with environmental considerations, while contributing to economic prosperity and quality of life for all residents.**

Question: What are the key words?

5 Priorities

1. Strengthen Community & Industry Capacity
2. Create a Competitive Business Environment
3. Enhance Destination Development & Marketing
4. Encourage Product Development
5. Grow Indigenous Tourism

Questions: Are these the priorities?

Is anything missing?

Do any stand out as more central than others?

Strategy Performance Framework

- Regional economic impact studies
- Regional visitation and expenditures
- Fixed roof accommodation occupancy
- Parks reservations/bookings
- Visitor Information Centre bookings and visitation
- Alberta Tourism Information Service listings

Question: Is this what success looks like?

Which of these stand out as the best indicator of success?

Creating a Destination Management Organization



What is a DMO?

Destination Management Organization - According to the World tourism organization, a DMO is an organization that leads and coordinates activities under a coherent strategy, in pursuit of a common goal. The WTO has identified **three areas** of key performance in destination management at the DMO level:

- 1. Strategic Leadership**
- 2. Effective Implementation**
- 3. Efficient Governance**

What is a DMO?

DMO's fall into one of three categories:

- 1. National tourism organizations** - examples: Adventure Canada
- 2. Regional or provincial tourism organizations** - examples: Travel Oregon, Go Western Newfoundland, Travel Alberta
- 3. Municipal tourism associations or organizations** - examples: Tourism Victoria, Discover Saint John, Tourism Calgary

Case Study



Provincial Destination Management Organization **Destination BC**

|

6 Regions - Northern BC Tourism, Cariboo Chilcotin, Thompson Okanagan, Vancouver Coast and Mountains, Vancouver Island, **Kootenay Rockies**

|

Municipalities - **Revelstoke**

Question: How can a DMO in the Castle Region impact tourism?

Role of the DMO

- Achieve a **single voice for tourism**
- To work towards enhancing the **well-being of residents**;
- Fulfill both a **leadership and advocacy** role for tourism
- **Ensure the development** of an attractive and competitive set of tourism facilities, events and/or programs
- **Assist visitors** through the provision of products and services
- Serve as a **key liaison** to assist external organizations
- Ensure destination management and stewardship

The 'M' in DMO

Tourism organizations are changing and evolving. Destination marketing organizations have begun transitioning to management organizations.



Marketing →

Management →

Development

Carries out the 4 p's of promotions within a predetermined area

Leads and coordinates activities under a coherent strategy, in coordination with provincial tourism strategy

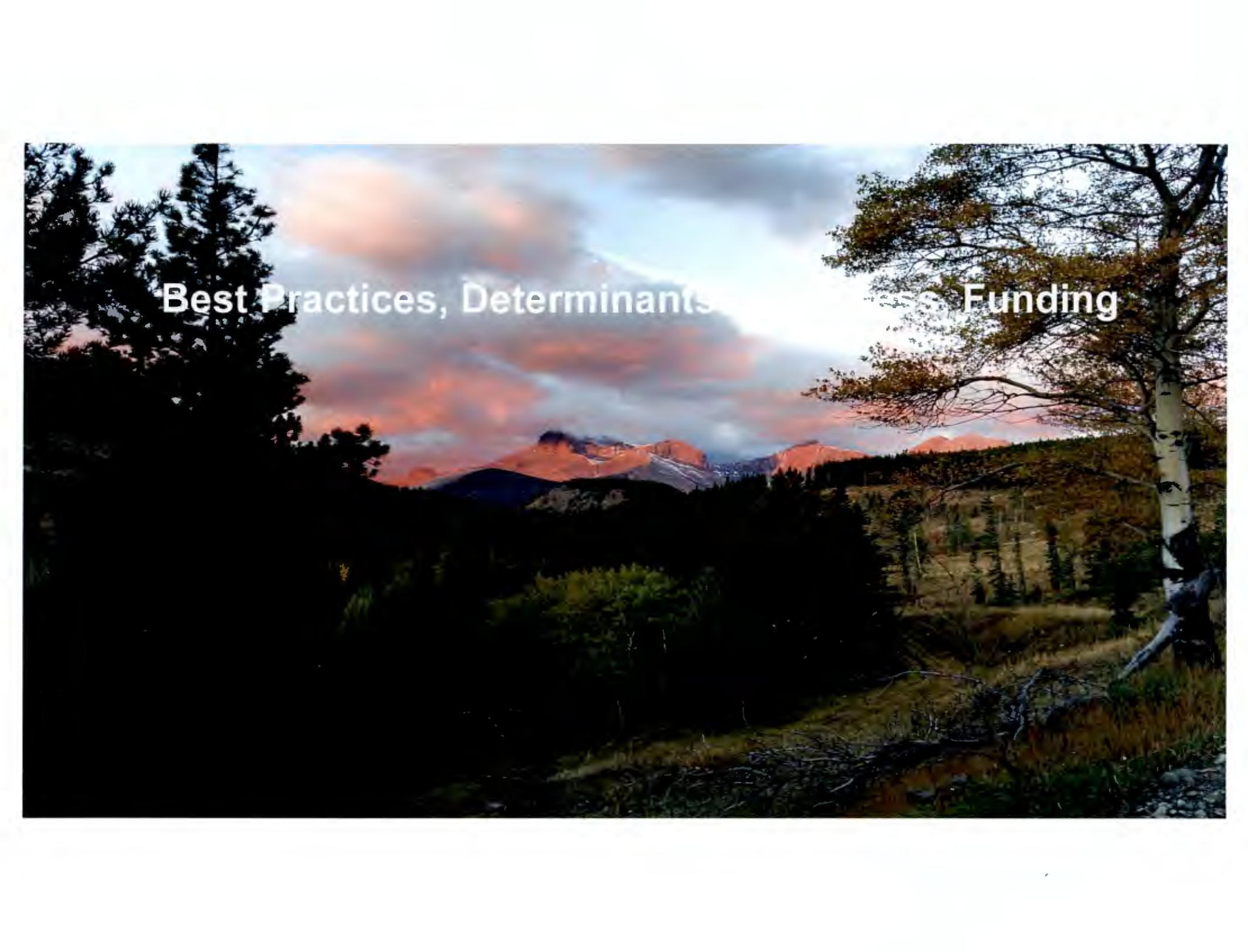
Develops a tourism industry

Question; Is a management organization the right fit for the region?

Castle DMO Priorities

1. Marketing
2. Workforce and Professional Development
3. Product Development

Questions: Can we confirm that these are our three priorities?



Best Practices, Determinants

Funding

Best Practices

- Strategy and Plan
- Research - asset inventory, opportunity assessment, situation analysis etc
- Secure Funding - ie. healthy private to public ratio
- Professional development
- Information dissemination
- Advocacy
- Web marketing

Determinants of DMO Success

How many tourists visited the destination?

How much did they spend?

How many people are locally employed in tourism?

What were the local tax revenues generated by tourists?

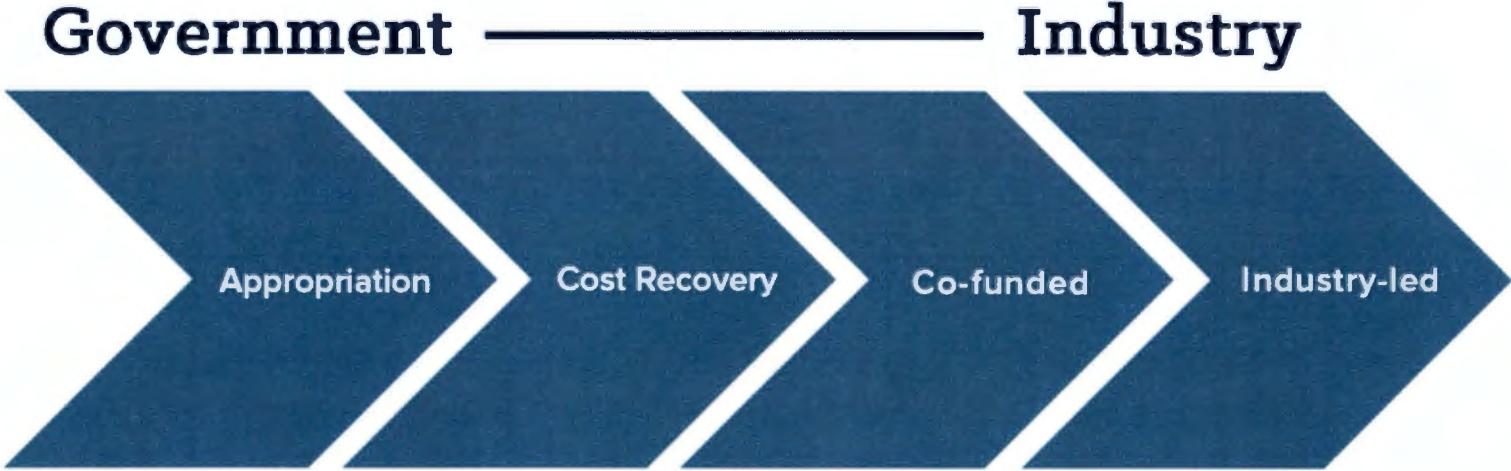
How did tourism industry grow in businesses, jobs, products and services?

Other Determinants of DMO Success

A successful DMO should also be able to influence these “results” positively:

- Economic success
- ROI
- Marketing effectiveness
- Product and Service offerings
- Stakeholder interaction
- Quality of visitor experience

DMO Funding



DMO Funding

Only 12% of DMO Funding is privately sourced.

Top 5 sources of private DMO Funding:

1. Advertising revenue
 2. Membership dues
 3. Partnership revenue
 4. Corporate sponsors
 5. Events
- Hotel tax
 - Grants
 - DMF's
 - Industry
 - Provincial Government
 - Federal Government
 - Ad space
 - Product sales

DMO Funding Security

- Untethered allocations vs.tethered allocations - ie: performance measures
- Elections
- Multiple funding sources
- Healthy balance of public and private funding

Funding DMO's - two examples

1. Travel Manitoba created a partnership with the Government of Manitoba. The Government dedicates 4% of tourism tax revenues to destination marketing and **development** that DMO's can tap.

1. When Washington State had its funding pulled, a private sector coalition, ([Washington Tourism Alliance](#)), developed an innovative industry based funding model for DMO's.

Destination Marketing Fund (DMF)

Industry-led **funding** model in which tourism businesses contribute towards a common **fund**. **Funds** are generated with a fee that is collected by a private body – typically the destination management organization (**DMO**). There are two models - opt in and government imposed (tax).

Mechanism

- Assessment on room night sales
- % of revenue or \$ per night

Stability

- Cannot be diverted
- Varying terms – 1-40 years

Governance

- New or existing nonprofit
- DMO or hotel organization
- Local government oversight

Accommodation Tax - Alberta

No legislation used. Authorized by hotel associations on a city-by-city & branded hotel group basis, not administered by municipalities.

Calgary (3%), Edmonton (3%), Jasper (2%), Canmore (3%), Lethbridge (2%),
Medicine Hat (2%), Camrose (1%), Slave Lake (1%)

Collected by Hotel/Accommodation associations by city. Collected monthly

Used by DMOs as supplementary funds to promote local and regional tourism

Question: What funding tools should be used to support the regional DMO?

BREAK



Focus Groups (May 27-29)

Goal:

Identify prospective membership priorities, determine DMO value proposition, provide insight into strategic planning and identify prospective board members

Focus Groups:

- Accommodations
- Food Services
- Outdoor Recreation
- Events
- Attractions
- Retail

Focus Group Questions

Marketing

- Current Marketing Trends (\$, Method, Target Audiences)
- Collective Marketing (Value, Goals, Contributions)

Training

- Skills in Demand and Current Hiring Practices
- Professional Development Budgets

Product Development

- Current and Planned Projects
- Gaps and Barriers to Product Development

Membership

- Membership Structure and Fees

What is the most critical success factor of

Thank You.

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
 Wednesday April 10, 2019 –Town Hall, Hill Spring

**Board Representatives**

Brent Feyter, Fort Macleod
 Scott Korbett, Pincher Creek
 Jim Bester, Cardston County
 Blair Painter, Crowsnest Pass
 Dale Gugala, Stavely
 Brad Schlossberger, Claresholm
 Bev Everts, MD Pincher Creek
 Dennis Barnes, Cardston
 Gerald Carter, Glenwood (alternate)
 Warren Mickels, Cowley
 Monte Christensen, Hill Spring

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
 Tony Walker, CF Alberta Southwest
 Shalane Friesen, AEP
 David Anderson, Hill Spring
 Jim Willett, Chair, SouthGrow

- | | | |
|----|--------------------------------------|--|
| 1. | Call to Order and welcome- | Chair called the meeting to order. |
| 2. | Approval of Agenda | Moved by Dennis Barnes THAT the agenda be approved as presented.
Carried. [2019-04-622] |
| 3. | Approval of Minutes | Moved by Scott Korbett THAT the minutes of March 6, 2019 be approved as presented.
Carried. [2019-04-623] |
| 4. | Approval of Cheque Register | Moved by Blair Painter THAT cheques #2606 to #2615 be approved as presented.
Carried. [2019-04-624] |
| 5. | Notice of Motion: Financial Services | Discussion and information. Avail LLP has provided good services to AlbertaSW; no objections to re-appointing them at the AGM. |
| 6. | Highway 3 AGM and update | SouthGrow has taken on the responsibility to manage an administrative contract for the Highway 3 Twinning Development Association. |
| 7. | Peaks to Prairies Update | ATCO, the owner/operator of the new system is collaborating with communities to identify locations and work out details of sites. Chain Lakes does not have 3 phase power, so may need to create alternative ideas for highway 22. |
| 8. | EDA Conference | The EDA Conference is an outstanding success: 400 delegates, 27 sponsors, 8 plenary sessions, 2 pre-sessions, 22 breakout sessions and almost 100 speakers/moderators participated in the program. |
| 9. | Entrepreneur supports | Board was advised of new and ongoing Entrepreneurial supports and training. Contact Bev for additional information |

10. Budget an Operations

Board reviewed draft of operations expenditures, to date, and discussed some key goals for 2019-2020. Year-end details to be presented at next meeting.

11. Executive Director Report

Accepted as information.

12. Round table updates

13. Board Meetings:

- May 1, 2019 – Cardston
- June 5, 2019 – AGM Bomber Command Museum - Nanton
- July 3, 2019 – no meeting (summer break)
- August 7, 2019 – MD Ranchland

14. Adjournment

Moved by Dennis Barnes THAT the meeting be adjourned.
Carried. [2019-04-625]

Chair

Approved May 1, 2019

Secretary/Treasurer

Alberta SouthWest Bulletin May 2019

Regional Economic Development Alliance (REDA) Update

- **Agriculture updates from colleagues at Plant Protein Alliance of Alberta (PPAA)**

- **Farm Credit Corporation (FCC) Annual Report 2018** is a snapshot of what is happening across Canada in agricultural business. Page 9 10 contain specific Alberta information, showing that land values in southern Alberta are the most valuable in the province. Report can be downloaded at <https://www.fcc-fac.ca/en/about-fcc/fcc-annual-report.html> or, e-mail bev@albertasouthwest.com and I can send you the document!
- **Canada West Foundation** comments on trade with China. Blogs and news can be found at <https://cwf.ca/news/blog/china-brief-edition-021/>



- **Crown of the Continent transboundary partnership to be featured at South Dakota Conference**

- Sheena Pate, our Crown of the Continent Project Coordinator, will make a presentation at the **National Outdoor Recreation Conference, Rapid City, South Dakota, May 6-9, 2019**, talking about the success of our geotourism initiative, the focus on the business of outdoor recreation and how communities can build upon that industry <https://www.2019norc.org/>

Excerpt from the Conference Agenda:

The Crown of the Continent Geotourism Council was established in 2006 and is the oldest, continuously running group of its kind. The Crown of the Continent Geotourism Council ... is characterized by a high level of commitment, cooperation and collaboration between Alberta, British Columbia and Montana. The activities involve stakeholders at the level of business owners, tourism operators, non-profits and municipal, provincial/state and federal agencies. The strength of this very large transboundary partnership lies in the relationships, a shared pride in the region and the potential to develop the economies of the communities while stewarding, enhancing and celebrating our special character of place.



- **Economic Developers Alberta (EDA) Resources**

- The **Community Toolkit for Economic Recovery and Resiliency** (2017 Canadian Version) is on the Economic Developers Alberta website <http://www.edaalberta.ca/page-1861533>
- **EDA Conference presentations available on the website** <http://www.edaalberta.ca/2019-Conference-Presentations>



UPCOMING!

Southern Alberta Energy Forum - Wednesday, May 15, 2019 – 12:00pm-5:00pm lunch included
Fort Macleod Town Office, 410 20 St, Fort Macleod



The Southern Alberta Alternative Energy Partnership (SAAEP) and the Pembina Institute will bring together experts from industry, financial institutions, municipalities and business.

** Explore the opportunities available to municipalities and small businesses in renewable energy, energy efficiency, energy storage.

** Learn about financing options and other information resources.

As of May 1, 2019, the event is oversubscribed,

but you may register to be on a wait list

and also be on a contact list for future events and information.

<https://www.eventbrite.ca/e/southern-alberta-energy-forum-tickets-60163611983>

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

www.albertasouthwest.com



Tara Cryderman

From: Troy MacCulloch
Sent: Friday, May 3, 2019 3:57 PM
To: Tara Cryderman
Subject: FW: YOU ARE INVITED: AlbertaSW AGM 2019

Importance: High

For Council

troy

From: Bev Thornton <bev@albertasouthwest.com>
Sent: May 3, 2019 3:54 PM
To: Rick Lemire <CouncilDiv2@mdpincercreek.ab.ca>
Cc: Troy MacCulloch <CAO@mdpincercreek.ab.ca>
Subject: YOU ARE INVITED: AlbertaSW AGM 2019
Importance: High

Dear AlbertaSW Board representative Rick and CAO Troy,
You and your guests are invited to attend our AGM on June 5, 2019
Please extend this invitation to your Reeve and council; they may also bring a guest.
We just ask that it be a firm commitment, please, so we do not plan for people who cannot be there.
Information below!



ENERGIZE ...

FUEL THE POWER OF CONNECTIONS

Please join us at the
**Alberta SouthWest Regional Alliance
Annual General Meeting
Wednesday June 5, 2019
Bomber Command Museum of Canada
Nanton AB**

- ❖ **4:00** Tour of BCMOC for those who can come earlier
- ❖ **5:00** Meet and Greet - no host beverage bar available
- ❖ **6:00pm** Dinner
- ❖ **7:00pm** Program and Meeting
- ❖ **8:30** Adjourn

Please RSVP to bev@albertasouthwest.com before May 23, 2019

Thank you for the following information:

- Names of guests
- Attend tour? yes/no
- Dietary considerations?

Hope to see you there!

Bev Thornton

Executive Director, Alberta SouthWest Regional Economic Development

Box 1041, Pincher Creek AB T0K 1W0

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

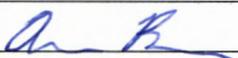
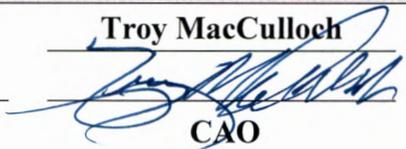
bev@albertasouthwest.com

www.albertasouthwest.com

Past President, Economic Developers Alberta 2018-2019

www.edaalberta.ca

Recommendation to Council

TITLE: POLICY C-PW-009 - DUST CONTROL			
PREPARED BY: Aaron Benson		DATE: May 8, 2019	
DEPARTMENT: Operations			
			ATTACHMENTS:
Department Supervisor	May 8, 2019	<ol style="list-style-type: none"> 1. Policy C-PW-009 2. Schedule A 3. Tallon Peaks Resident Letter 4. Public Works Manager email 	
APPROVALS:			
Aaron Benson	May 8 2019	Troy MacCulloch	09 May 2019
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
Department Director	Date	CAO	Date

RECOMMENDATION:

THAT Council approve Policy C-PW-009 and Schedule A – Dust Control as presented;

AND THAT Council approve the 2019 rate for dust control posted in Policy C-FIN-529; to remain the same at \$250.00 for residential and \$600,00 for commercial

BACKGROUND:

Annually, Council reviews and updates Policy 009 – Dust Control and Schedule A to provide direction to Public Works as well as Policy C-FIN-529 Fees and Charges if required.

In 2019, the dust control program will be completed using two crews, one contracted and one made up of Public Works employees. The intent is to complete the program sooner to allow residents additional benefit from the dust control and allow Public Works additional time to complete other projects.

Council annually requests that Public Works apply Dust Control to roads that are considered by Council to be required without need for the resident to pay. These locations are approved by Council annually and are for a number of reasons including; roads that access parks or locations where a high amount of traffic regularly travels, locations where inclines or traffic patterns generate wash board where the application of dust control product lessens the wash board and/or for other reasons.

It is recommended that Public Works proceed to apply dust suppression to roads in the MD with the intent of applying product to the Council approved list prior to doing private requests. This will ensure that the Council approved list is done with some haste.

In their January 2, 2019 letter, residents of Burmis in Talon Peaks and the lower North Burmis Road petitioned Council for dust suppression on Range Road 7-2B. Local and heavy truck traffic on the road from the Alberta Rocks quarry generates dust in the area as documented in their letter. From the North Burmis

Recommendation to Council

Road to the Talon Peaks Turn off is 750 meters. If Council chooses to add this segment of road to Schedule A of Policy C-PW-009, there would be a total of 34 kilometers of dust suppression required.

The Manager of Public Works email attached indicates that the dust suppression produce will probably not stand up to the heavy traffic although many segments of dust control in the Municipal District do.

Residents looking to have dust suppression applied must fill out an agreement to purchase materials or service form prior to the dust suppression being applied. Residents and commercial entities have indicated that the cost for dust suppression is too high. The current rate charged to residents in Policy C-FIN-529 Fees and Charges is at \$250.00 per 100 meters for residents and \$600.00 per 100 meters for commercial applications.

Schedule "A" to Policy C-PW-009 could be amended to include segments of road that Council feels should be included or segments of road that Council feels could be removed. Administration has no recommended changes for 2019 for Policy C-PW-009, Schedule A to Policy C-PW-009 or to Policy C-FIN-529 Fees and Charges.

FINANCIAL IMPLICATIONS:

It is expected that costs and revenues in 2019 would be similar to 2018.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-009

TITLE: DUST CONTROL

Approved by Council

Date: February 22, 2011

Revised by Council

Date: *June 26, 2018*

Upon request, the Municipal District of Pincher Creek No. 9 may apply dust control product on municipal roads, adjacent to a residence to suppress dust. No warranty is provided for dust control. The person requesting the service shall be charged a fee, as per C-FIN-529, Fees and Charges, each time the dust control product is applied on the road.

There are areas where, for safety and other reasons, the M.D. applies dust control at their cost. These areas are included in Schedule "A" of this Policy, and are approved annually, by Council.

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

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

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

Lignosulfonate is the primary dust control product of the MD and is the only product used on public roads within the MD by Public Works, alternate products approved for use include MG30 (magnesium), Calcium Chloride.

Testing of new products will be conducted annually to determine if they provide a more durable surface, or are more cost effective.

Public Works will apply dust control to the Roads in Schedule "A" to Policy C-PW-009 as approved by Council prior to doing the MD's arterial roads, private requests and other areas to ensure the roads with the most traffic are done prior to lower use roads.

Residents who are looking to have their dust suppression done prior to the MD completing the roads identified in Schedule "A" can contract approved service providers to apply one of the approved products.

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

Approved service providers include:

- Grumpy's Landscaping Ltd.
- Sinnott Farm Services Ltd.

Schedule "A" to C-PW-009

	Road Name	Location	KMs
1	Burmis Mountain Hill	7-7-2 W5M	0.50
2	Castle River Rodeo Grounds	27-6-2 W5M	1.40
3	Catonio Road Hill	24-7-2 W5M	0.30
4	Christy Mines Road	5513 RR1 South to the Bridge at Pincher Creek	2.50
5	Crook Road on hill to prevent washboard	East from Hwy 6	0.50
6	Gerald Lewis	NW 32-7-29 W4M	0.10
7	Glen Road	Entire Road	2.10
8	Hochstein Hill	26-5-29 W4M	1.00
9	South Landfill Road	SW 5-7-1 W5M - Intersection	0.50
10	South Landfill Road	SW 3-7-1 W5M - Residents	0.50
11	South Landfill Road	SW 8-7-1 W5M - Gun Club	0.50
12	Sandeman (Subdivision Traffic)	SW 6-8-3 W4M north of Hwy 510	1.50
13	Kerr Road	West of Hwy 6	0.20
14	Kerr Road	East of Hwy 6	0.50
15	Lundbreck Falls Road	21-7-2 W5M	1.10
16	Old Cook Place	5-7-1 W5M	0.30
17	Old Cook Place (going north on road past Crayford's)	6-7-1 W5M	0.10
18	Pincher Colony jug handle	27-6-30 W4M	0.50
19	Summerview Road	11-7-29 W4M	2.00
20	Talon Peak	13-7-3 W5M	0.20
21	Upper Tennessee	36-7-30 W4M	0.40
22	Waterton Colony Hill	3-4-28 W4M	1.00
23	Willow Valley - Hwy 22	11-9-2 W5M	0.20
24	Twp Rd East of Hwy 6		0.30
25	Twp Rd West of Hwy 6		0.20
26	Twp Rd 8-2 East of Hwy 785		0.30
27	Twp Rd. 8-2 West of Hwy 785		0.20
28	RR 29-1 South of Hwy 785		0.20
29	RR 29-1 North of Hwy 785		0.30
30	Snake Trail North Hwy 510		0.20
31	Lank Bridge Hill		1.50
32	Old Airport Road West of Hwy 510		0.20
33	Ashvale Hill North of Hwy 510		0.90
34	Waldron Flats East of Hwy 22		0.40
35	Chapel Rock West of Hwy 22		0.20
36	Welsch Road North of Hwy 510		0.20
37	Connelly Road West of Hwy 22		0.20
38	Parker Road East of Hwy 22		0.20
39	Lundbreck East Street		0.40
40	Tony Bruder Hill		1.00
41	Twin Butte Road East of Hwy 6		0.20
42	Alberta Ranch Road West of Hwy 6		0.20
43	Jenkins Road South of Hwy 507		0.20
44	Wood Avenue South of 3A to Reservoir		0.45
45	<i>approaches to the Castle Bridge, Div 3</i>		<i>0.40</i>
46	Miscellaneous Public Works Discretion		7.00
	Total		33.25

Aaron Benson

From: Jared Pitcher
Sent: May 8, 2019 8:13 AM
To: Aaron Benson
Subject: Dust control request by talon peaks

Aaron,

Quick note on dust control request for the Twp road south of talon peaks.

This road is the east west portion from north Bermis road west to the range road that goes up the hill to talon peaks.

There was a list of 20 or so talon peaks residents that signed the letter of request.

Most of these residents are up on the hill and dust from this particular road would have no effect on them.

I would be interested to know if any of the residents at the bottom of the hill or across north Bermis road on the east side are on the list and if they are concerned about dust from this road.

I am inclined to deny the request unless those individuals are requesting it and putting in to pay their portion for the service.

When we install dust control it affects the structure of the road and in order for dust control to maintain dust suppressant qualities we need to not maintain it. Because by working it with the grader the bonded material breaks up and dust will return.

Dust control will over time break down but the road surface is stronger than normal gravel so it will pothole up. We usually leave these potholes as long as possible to continue to maintain the dust suppressant properties in the gravel.

Because this particular road has truck traffic from the aggregate pit in the area in a relatively short period of time, it is my opinion, the dust control will pothole and then this piece of road will go from dust control to an un-drivable condition relatively quickly and will require maintenance thus losing dust suppressant capabilities.

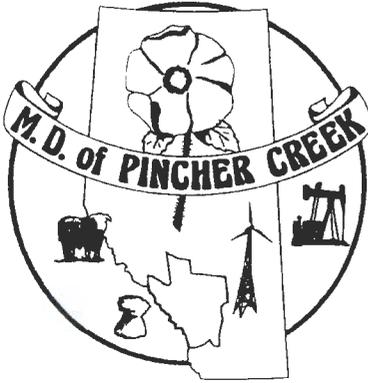
It is better for us to keep this road as gravel so when required due to the aggregate pit traffic have the ability to maintain the road at a smoother level of service.

In a nutshell dust control would be a waste as we would be working the road to early to get value out of the dust control.

If you have questions let me know.

Thanks
JP

Sent from my iPhone



P.O. BOX 279
PINCHER CREEK, ALBERTA
T0K 1W0
phone 403-627-3130 • fax 403-627-5070
email: info@mdpincercreek.ab.ca
www.mdpincercreek.ab.ca

March 4, 2019

Delores Schneider
Secretary Treasurer – Talon Peaks Water Coop

Dear Ms. Schneider:

Re: Dust Control Request

Thank you for the letter, received February 28, 2019, providing concerns regarding dust pollution in your area and requesting dust control suppression along Range Road 7-2B.

Dust Control is administered through Corporate Policy – Dust Control: C-PW-307. A copy of this policy is enclosed for your reference. Council for the MD of Pincher Creek reviews this policy annually, typically in the spring, before dust pollution becomes a concern.

Please be advised, your request will be provided to Council for their consideration and deliberation during the annual review. Your request has also been forwarded to the Public Works Department, which will provide input during the review process as well.

Yours truly,

Troy MacCulloch
Chief Administrative Officer

cc: Public Works Department

Enclosure

Reeve, Brian Hammond and Councillors
MD of Pincher Creek

January 2, 2019

RECEIVED
FEB 28 2019
M.D. OF PINCHER CREEK

Re: Road RR7-2B
Burmis area
M.D. Pincher Creek

We, the residents, endorsed below, are protesting the extreme dust condition of the road namely RR7-2B. We are submitting a request to your Council to have a dust suppression product, lignosulfonate, or such product that would control the dust applied annually. We are requesting that the full distance from of road RR7-2B from the North Burmis Road to Lot 3024, a measured distance of approx .70km be treated. This measurement is beyond the section west of the North Burmis road intersection that is currently treated. The extreme dust pollution problem is being exasperated by the continuous hauling by large gravel trucks from Alberta Rocks Ltd. The predominant westerly winds cause the road to be one big dust bowl, changing wind conditions and truck hauling traffic make the intersection of North Burmis Road and Highway 3 hazardous due to poor visibility. Negative effects of this air pollution are as follows:

Health and safety welfare to residents
Animals are endangered by extreme
Effects our normal enjoyment of life
Traffic hazard

We feel that it is also necessary to have an environmental health inspection completed annually .

To date, the MD has an annual dust maintenance program on other roads in the vicinity that have less traffic, less residents and does not have an operating gravel pit. Namely road 7714- 29 Ave. is treated annually , as is RR2- 1A Hwy 3.

To show our concern about dust in our area, the Talon Peaks Estates residents have paid extra to have the road to their subdivision treated. We feel the M.D. Council should give this request a priority as we are being taxed at a high rate for the limited services supplied by the M.D.

We ask that you give us your utmost consideration to our request.

Sincerely,



Delores Schneider Sec Treas Talon Peaks Water Coop

Name

Residence address

Signature

Simen Wood
Kirstina Wood

21 Talon Peak
21 Talon Peak



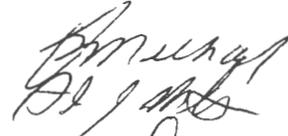
BONITA BOURLON
BARB MICHALSKY

#1 Talon Peak
NE 1/4-13-7-3-^{Estates} W5th



ALAN MICHALSKY

NE 1/4 13-7-3-W5th



TONY QUARIN

#9 TALON PEAK



JIMOLD ZAR

R513 N1/3

DAN MCKENZIE

7229 Rg Rd. 3.0

NE-13-7-3-W5



KRIST WARD.

Murray Barnett

#29 Talon Peak Est.



CRAIG ANDERSON

NE 1/4-13-7-75



JANNIE McDERMOTT

3126 7-2B



MICHAEL SCHNEIDER

17 Talon Peak Est.

MICHAEL SCHNEIDER 564-4778

G. SCHNEIDER

" " " "



Richard Erickson

Talon Peak



Gerald Erickson

Talon Peak



Name

WARREN DRAPER
BROCK MITSCHKE
AARIS DRAPER
JERRI LANGDON
HARVEY LANGDON

Residence address

#12 TALON PEAK ESTATES
#13 TALON PEAK ESTATES
#12 TALON PEAK ESTATES
3024 TWP RD 7-2B
3024 TWP RD 7-2B

Signature

Warren Draper
Brock Mitschke
Aaris Draper
Jerri Langdon
Harvey Langdon

Regional Water and Wastewater Project Briefing

May 8, 2019 updates in bold.

This update will no longer include information on the Beaver Mines Servicing project as the pipeline to Beaver Mines, the re-chlorination building and reservoir are constructed. Commissioning and site clean up are ongoing and are scheduled to be complete by May 31, 2019.

As part of the Beaver Mines water supply project, the mechanical and pipeline contractors continue to commission the pipeline and reservoir components including completing deficiencies noted. The reservoir is full and the fire hydrant on 3rd street has water to it available for use by emergency services personnel if required.

For the purpose of this briefing going forward, there are three distinct projects, Beaver Mines Water Distribution and Waste Water Collection, Beaver Mines Waste Water Treatment and Castle Servicing.

- 1) The Beaver Mines Water Distribution and Waste Water Collection component of the project includes the installation of pipes in the Hamlet to connect residents to the potable water reservoir and to connect to the wastewater collection system and treatment force main.

Council adopted a terms of reference for the Beaver Mines Community Association Advisory Committee to provide administration assistance in ensuring the project maximizes efficiency and minimizes disruption to residents in the Hamlet during construction.

- a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. Where required, easements for utility crossings on private land are being identified. Consultation with land owners has been initiated.
 - c. Meetings with Atco Gas have identified areas where their upgrades in the Hamlet and the water/wastewater systems have conflicts. The conflict areas have been reviewed and proposed solutions found. Atco Gas is looking to upgrade segments of their infrastructure in 2019.
 - d. Packages are being developed to provide information to residents on the project with the first package due to be mailed to residents in **the second week of May 2019.**
- 2) The wastewater treatment system component of the project includes a force main to the wastewater treatment system from the Hamlet.
 - a. Numerous proposals for wastewater treatment facilities have been received and reviewed by Council.
 - b. Council at their March 26, 2019 meeting requested Administration complete a Request for Proposals (RFP) for Beaver Mines waste water treatment options. This RFP will provide Council with additional information to assist in moving the waste water treatment project selection process forward.

Operations Report May 09, 2019

Operations Activity Includes:

- May 1, Started as the Director of Operations;
- May 6, Facility and Operations briefings;
- May 7, Shop Tour;
- May 8, Occupational Health and Safety meeting;
- May 8, Capital Project overview;
- May 9, Castle Pipeline project meeting.

Public Works Activity Includes:

- Regular road maintenance
- Completion of temporary snow fence removal
- Sign repairs and replacements
- Yard Clean-up: Dirt removal – Tree removal - remove old fence – Quonset clean up – sorting and organizing items and equipment
- Barb wire fence repairs
- Tree and brush trimming at Lundbreck Falls
- Texas Gates & Culverts: Bonertz culvert extended – Grumpy road culvert replacement - Cattle guard on A7
- Repair leak at the Standpipe
- Welcome summer staff back (safety training and orientation)

Upcoming:

- May 13, 2019 Castle Area RWS - Contract 2 (Booster Stations) Start-Up Meeting
- May 13, 2019 Beaver Mines Waste Water Treatment RFP Reviews
- In Progress Hiring process for Assistant Manager PW

Project Update:

- Public Works Manager position – Jared Pitcher has been awarded this position as public works manager
- Additional Mechanic position – Reposting

Call Logs – attached.

Recommendation:

That the Operations report for the period of April 17, 2019, to May 09, 2019 and the call log, be received as information.

Prepared by: Aaron Benson

AB

Date: May 09, 2019

Reviewed by: Troy MacCulloch

JM

Date: May 09, 2019

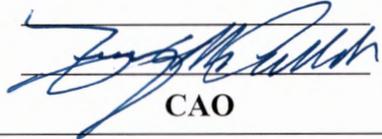
Submitted to: Council

Date: May 09, 2019

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	PUBLIC WORKS	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1558	Division 1	SW36 T4 R30 W4		Re getting an approach built		Jared Pitcher	waiting on agreement with Development Officer	April 18, 2018	
1617	Division 1	West Kerr		Trees on the west side of Kerr road need cut back		Stu Weber	add to 2019 brushing plan	May 30, 2018	
1643	Division 4	SW22 T7 R1 W5		Would like a culvert put in to solve water problem		Bob Millar	Defered to 2019	June 26, 2018	
1709	Division 1	SE 33-3-29 W4M		breaking the SE 33-3-29-W4M and will be hauling crop out next year. He suggested we look at the road as there		Stu Weber	Defered to 2019	September 6, 2018	
1725	Division 4	NW4 T8 R1 W5	#8017 RR1-3A By glider strip	Caragana Bush in ditch needs to be removed		Jared Pitcher	add to 2019 brushing plan	October 1, 2018	
1750	Division 3	NE23 T6 R1 W5	#1101 TWP6-4	Would like Caragana Shubs cut down		Jared Pitcher	add to 2019 brushing plan	October 22, 2018	
1761	Lundbreck	End of old Hwy	walkway by track	fence post is down		Jared Pitcher	Completed	January 17, 2019	May 2, 2019
1859	Division 4	NW29 T8 R1 W5	#8471	Road & Driveway / May have to wait for mud to dry		Brian Layton	Completed	March 15, 2019	
1878	Division 3	SE11 T6 R2 W5		Wants to build a new approach		Jared	On the list to do	25-Mar-19	25-Mar-19
1880	Division 2	NW32 T5 R29 W4		Would like an approach put in		Jared	On the list to do	26-Mar-19	
1883	Division 4	SW36 T8 R1 W5	#8505 RR1-1	Request to get gravel		Jared	On the gravel list	27-Mar-19	
1884	Division 1	NE11 T4 R29 W4	Home location * NW21 T5 R29 W4	*#29319 TWP5-4 /Would like a road put in to access property for equipment and grain trucks to get in		Jared	To be actioned when snow melts	28-Mar-19	
1885	Division 2	NE17 T6 R30 W4	#30332 TWP6-2A	Grader took out fence and left lawn damaged/we need to check also neighbors Chrapco		Jared	To be actioned	22-Mar-19	
1886	Division 1	SE31 T3 R28 W4		Wants to discuss an approach & Culvert		Jared	Completed	28-Mar-19	29-Apr
1890	Lundbreck	21 Oakley Crescent		Concerned that pavement is sinking after Atco dug up street to put in lines		Atco	Completed	02-Apr-19	26-Apr
1891	Division 2	NE2 T6 R29 W4		needs a bigger approach & culvert		Bob Millar/Jared	Has been inspected now on the work list	03-Apr-19	
1894	Division 3	SW10 T6 R2 W5		RQ a larger approach		Jared	Site visit reqrd w/Atco	04-Apr-19	
1895	Division 3	NE6 T6 R1 W5	#6024 RR1-5	Has talked to Stu re an approach on an easement Needs followup		Jared	To be actioned	08-Apr-19	
1897		Airport		Re doing repairs on the taxiway		Bob Salmon	Waiting to hear when and how long	08-Apr-19	Ref #1916
1899		Beaver Mines		Trenches on road sides 2nd Ave and along by store		Jared	Contractor to do	09-Apr-19	
1904	Division 3	SE3 T7 R2 W5	#2207 TWP 7-0	Cold Mix needs some touching up		Jared Pitcher	Checked /no action required	April 12, 2019	April 24, 2019
1905	Division 1	NW17 T4 R28 W4	#28411 TWP4-3	Would like gravel on his approach		Jared Pitcher	On the list	April 12, 2019	
1906	Division 4	NW24 T8 R30 W4	TWP8-4	Culvet washed out		Jared Pitcher	To have a look	April 12, 2019	
1907	Division 5	Chapel Rock Road		Altalink is working on powerline and making a mess of ditch and hillside		Jared Pitcher	To contact Altalink	April 12, 2019	

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	PUBLIC WORKS	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1908	Division 2	Fishburn Park Road		Needs to be maintained		Don Jackson	Completed	April 15, 2019	April 15, 2019
1909	Lundbreck	309 Breckenridge		Street light on all the time and flickers at night		Fortis	sent a message	April 16, 2019	April 16, 2019
1910	Division 3	SE21 T5 R1 W5		Inquiring about someone digging in wetland		Jared Pitcher	Completed	April 16, 2019	April 23, 2019
1911	Division 1	NE24 T4 R30 W4	#4328 RR30-3	Selling and would like her driveway done		Rod Nelson	Completed	April 16, 2019	April 17, 2019
1912	Lundbreck	219 - 3 Stree		Broken culvert and swamp in ditch		Jared Pitcher	Planning to repave in near ffuture	April 18, 2019	Left Message to call back
1913	Division 5 ?	SW29 T7 R2 W5 ?		Needs approach widened No info		Jared Pitcher	on list to look at	April 23, 2019	Division 5
1914	Division 1	NW20 T9 R2 W5	#9332 RR2-4	House number sign is missing		Jared Pitcher	On List	April 23, 2019	

Recommendation to Council

TITLE: Amendments to Policy C-FIN-529 Fees and Charges		
PREPARED BY: Lindsey Davidson		DATE: May 9, 2019
DEPARTMENT: AES		
Roland Milligan	May 9, 2019	ATTACHMENTS: 1. Page 5, Policy C-FIN-529 Fees and Charges Schedule
Department Supervisor	Date	
APPROVALS:		
	<u>2019/05/09</u>	
Department Director	Date	CAO
		
Date		

RECOMMENDATION:
THAT Council amend Policy C-FIN-529 Fees and Charges to reflect the following:

- **The integration of the Solar Watering Unit into the regular AES rental fleet for a fee of \$150.00 per two-week period plus damage deposit.**
- **The addition of the Electric Fencing Unit into the regular AES rental fleet for a fee of \$150.00 per two-week period plus damage deposit.**

BACKGROUND:
 At the Agricultural Service Board committee meeting of May 2, 2019, there was discussion about rental rates for the Solar Watering Unit and the Electric Fencing Unit.
 The Solar Watering Unit was purchased in 2014 to be utilized as a demonstration unit for producers considering such a purchase. At this time, the ASB has decided that this piece of equipment be integrated into the regular rental fleet of livestock equipment.
 The Electric Fencing Unit was purchased in 2015 for the purpose of reclamation. It is now available for use by producers through the AES rental fleet.
 It was the feeling of the ASB that as these items have now been available for a few years, that it is time to start generating some revenue to recoup costs and help cover any required service for the units.

FINANCIAL IMPLICATIONS:
 Both pieces of equipment will generate additional revenue for AES.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-FIN-529

FEES AND CHARGES

SCHEDULE 1

All Items GST Extra Except

* GST Included

** GST Exempt

Approved by Council
 Revised by Council

Date: August 25, 2015

Date: October 11, 2016

Date: January 10, 2017

Date: July 11, 2017

Date: April 24, 2018

Date: May 22, 2018

	Panels	\$40.00 day Plus \$20.00 Damage Deposit **
	Squeeze	\$40.00 day Plus \$20.00 Damage Deposit **
	Solar Watering System	Demo Unit \$150.00 Damage Deposit Only per two-weeks Plus \$150.00 Damage Deposit**
		<i>Electric Fencing Unit</i> \$150.00 per two weeks Plus \$150.00 Damage Deposit**
Services	Weed Spraying Equipment	
	Mule (side by side UTV)	\$100.00 per Hour
	Quad (ATV)	\$75.00 per Hour
	Roadside Sprayer	\$150.00 per Hour
	Small Boom Truck	\$125.00 per Hour
	Truck and Spot Sprayer	\$125.00 per Hour

Agricultural and Environmental Services Activity Report
May 9, 2019

Activity Includes:

Agricultural Services:

- April 17 Patton Park Gopher control
- April 23 MRF Equipment
- April 25 Staff Meeting
- April 26 Dams
- April 29 SWIM Meeting
- April 30 Bio Control
- May 1 Safety Meeting
- May 2 ASB Meeting
- May 6 Staff orientation
- May 7 Facilities orientation
- May 8 Joint Health and Safety Meeting / Volker Stevin meeting
- May 9 Public Works and Gravel Site Orientation

Environmental Services:

- April 23 Council Meeting
- April 24 Nutrient Management Workshop Conference Call
- April 24 Interview for Administration Summer Student
- April 24 Environmental Farm Plan Review and Approval
- April 25 Staff Meeting
- April 26 Dam Inspection
- April 27 Board Leadership Lethbridge Seminar
- April 30 Bio Control
- May 2 ASB Meeting
- May 6 Day of Mourning Memorial Event
- May 6 Bees and Brews Workshop
- May 8 Producer Meeting
- May 9 Conference Call – Cows and Fish

Upcoming:

- May 10 Equipment inspections
- May 13 Spray Truck Training
- May 14 MRF Training
- May 14-15 First Aid Training
- May 15 Herbicide and Public Interaction Training

Call Logs – attached

Recommendation:

That the Agricultural and Environmental Services report for the period April 18, 2019 to May 9, 2019, and the call logs, be received as information.

Prepared by: Roland Milligan



Date: May 9, 2019

Reviewed by: Troy MacCulloch



Date: 09 May, 2019

Submitted to: Council

Date: May 14, 2019

Agricultural Services Call Log

WORK ORDER	NAME	PHONE #	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1			5	Lundbreck	Gopher Traps	Shane	Called people trapping gophers, asked them to ensure they don't use open traps	8-May-19	9-May-19
2	Calls for Premix	Number of People	12	People calling for sales of Premix				April 28 - May 9, 2019	
3	Calls for advice on how to deal with weeds	Number of People	2	People calling for advice on how to deal with their weed problems, that aren't asking for Premix				April 28 - May 9, 2019	
4	Calls to report a weed sighting	Number of People	0	People calling to tell us about a weed sighting, not with the intention to complain but with the intention to help (which we appreciate very much!)				April 28 - May 9, 2019	

Environmental Services Call Log

				Castle Mountain	Seeking weed ID resources. Spoke with Ag Fieldman previously and was to we have nothing. Was upset.	Lindsey	Assembled package of weed ID booklets and fact sheets	Awaiting to be picked up by caller or designate	6-May-19
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Recommendation to Council

TITLE: Road Closure Request - NE 6-6-1 W5M		
PREPARED BY: Roland Milligan		DATE: April 16, 2019
DEPARTMENT: Planning and Development		
		ATTACHMENTS:
Department Supervisor	Date	<ol style="list-style-type: none"> 1. Letter from Applicant 2. GIS Aerial Map 3. Opinion of Value of a Portion of Road Allowance, dated April 12, 2019
APPROVALS:		
		
Department Director	Date	CAO
		
		Date

RECOMMENDATION:

That the request to close a portion of Road Plan No. 041 0705 located within the NW 5-6-1 W5M, be approved, and that the applicant be responsible for all costs associated with the closure, purchase and consolidation with their adjacent parcel.

BACKGROUND:

On April 11, 2019, the MD received an the attached letter (Attachment No. 1) from Barry and Carla Morgan, requesting to close and purchase a portion of MD road adjacent to the east of their parcel of land located within the NE 6-6-1 W5M.

Pursuant to Policy 123 PURCHASE, SALE AND DISPOSAL OF ROAD ALLOWANCES OR ROADWAYS, statutory road allowances shall not be sold unless there is a clear benefit to the Municipality at large and does not adversely affect the legal or physical access. Closing this road allowance will not adversely affect the legal or physical access to any adjacent parcel.

If Council approves this request, the applicants would be responsible for all costs associated with the closure. An opinion of value from the MD Assessor lists the parcel value at \$3,000 per acre. A survey is required to determine actual parcel size, but preliminary measuring indicates the parcel size to be 0.94 acres.

FINANCIAL IMPLICATIONS:

None at this time; the applicant would be responsible for all costs associated with this closure.

April 11/2019

RECEIVED

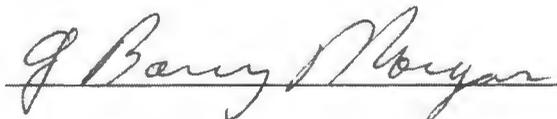
APR 11 2019

M.D. OF PINCHER CREEK

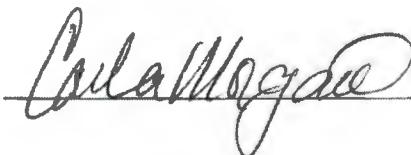
Municipal District Council #9 of Pincher Creek
1037 Herron Ave
Pincher Creek, AB

I, John Barry and Carla Joy Morgan would be interested in purchasing road allowance #21336 plus parcel of land, apporximately 1.5 acres added to existing parcel 0512626.

John Barry Morgan



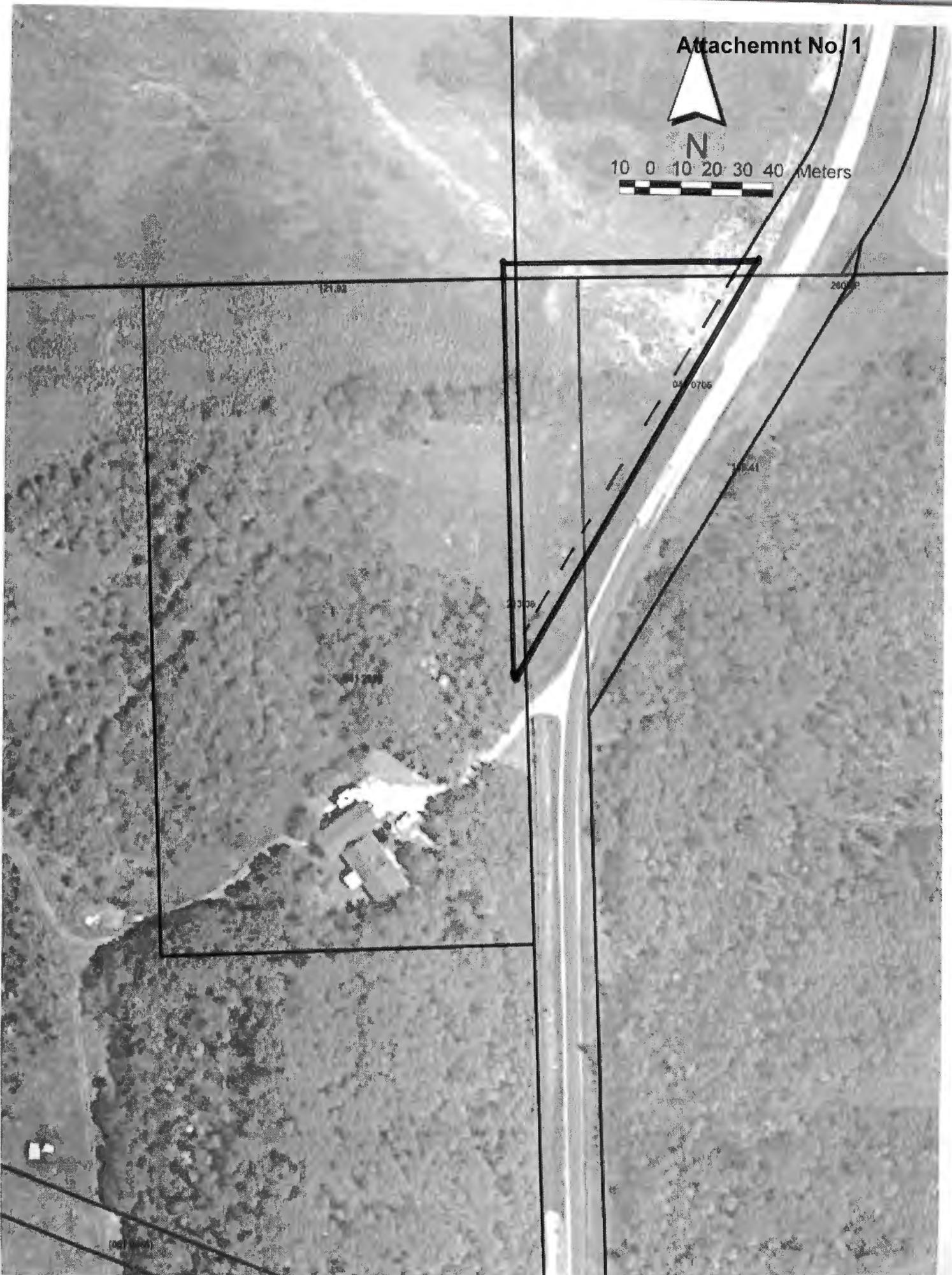
Carla Joy Morgan



Attachemnt No. 1



10 0 10 20 30 40 Meters





Portion of Road
Plan No. 041 0705
To be Closed and
Consolidated with
existing
subdivided parcel,
Plan No. 051
2626.

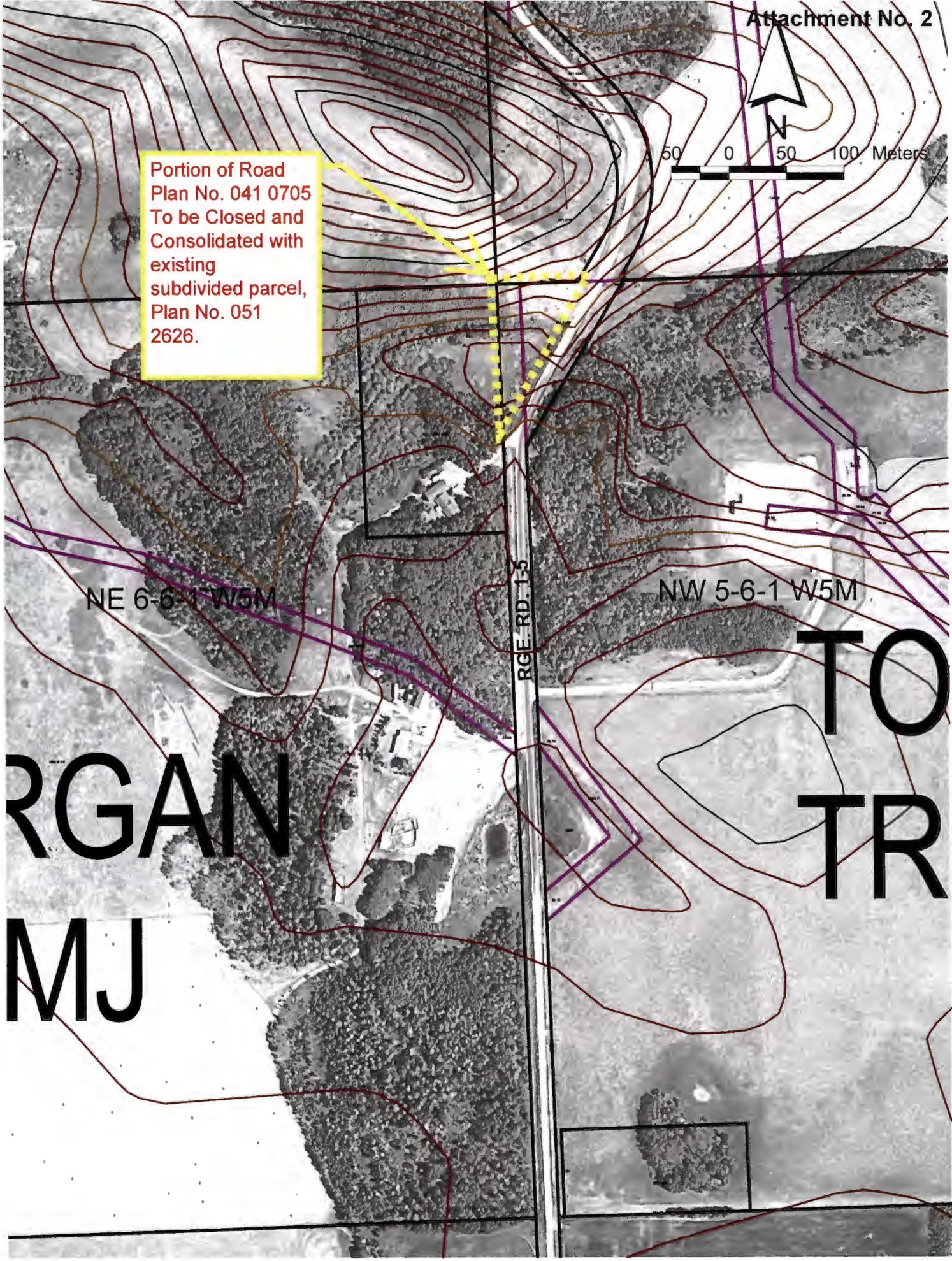
NE 6-6-1 W5M

RGE RD 13

NW 5-6-1 W5M

RGAN
MJ

TO
TR



Memorandum

To: Roland Milligan, Development Officer

From: Doug Jensen, Property Assessor

Date: April 12, 2019

Subject: Opinion of value on a portion of Road Plan 0410705 required for consolidation with existing subdivided parcel.

Legal Description: North East 6, TWP. 6 Range 1 West of the 5th Meridian.

This valuation is based on the value per acre of a quarter section sales in the area.

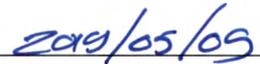
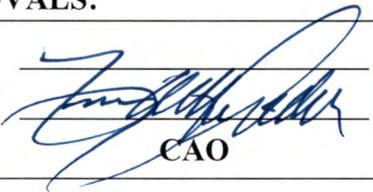
The average value per acre in the area is: \$3,000.00 per acre.

Area Required X \$3,000.00 = \$ Total Value

Doug Jensen

M.D. Of Pincher Creek No.9 Assessor

Recommendation to Council

TITLE: ROAD CLOSURE BYLAW NO. 1300-19 S ½ 21-8-30 W4M			
PREPARED BY: Roland Milligan		DATE: May 9, 2019	
DEPARTMENT: Planning and Development			
		ATTACHMENTS: 1. Road Closure Bylaw No. 1300-19	
Department Supervisor	Date		
APPROVALS:			
			
Department Director	Date	CAO	Date

RECOMMENDATION:

That Council give first reading to Road Closure Bylaw No. 1300-19 and set the required Public Hearing date for 1:00 pm on June 25, 2019.

BACKGROUND:

On December 4, 2018, the MD received a request from David Taggart requesting to close and purchase a statutory road allowance adjacent to his parcel of land (W/S 21-8-30 W4M).

At their January 8, 2019 regular meeting, Council approved the applicant's request. The applicant is to consolidate the portion of the undeveloped Statutory Road Allowance with the S 21-8-30 W4M.

The applicant has submitted the required road closure fee and has engaged the services of an Alberta Land Surveyor.

Road Closure Bylaw No. 1300-19 has been prepared and is being presented for first reading.

FINANCIAL IMPLICATIONS:

None at this time; the applicant is responsible for all costs associated with this closure and consolidation.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1300-19**

A Bylaw of Municipal District of Pincher Creek No. 9 in the Province of Alberta, for the purpose of closing to public travel, and creating title to and disposing of, portions of a public highway in accordance with Section 22 of of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

The Council of the Municipal District of Pincher Creek No. 9 of the Province of Alberta, duly assembled, hereby enacts as follows:

WHEREAS the lands hereafter described are no longer required for public travel;

AND WHEREAS application has been made to Council to have the roadway closed;

AND WHEREAS the Council of the Municipal District of Pincher Creek No. 9 deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same;

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*;

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of Municipal District of Pincher Creek No. 9, in the Province of Alberta, does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING ADJACENT TO
S ½ SEC. 21-8-30-4 AND FORMING PART OF LOT 1, BLOCK 1, PLAN _____
CONTAINING 1.57 HECTARES (3.88 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading this _____ day of _____, 20 ____.

REEVE

(Seal)

CHIEF ADMINISTRATIVE OFFICER

APPROVED this _____ day of _____, 20 ____.

MINISTER OF TRANSPORTATION

Received second reading this _____ day of _____, 20 ____.

Received third reading this _____ day of _____, 20 ____.

REEVE

(Seal)

CHIEF ADMINISTRATIVE OFFICER

REGISTRAR
LAND TITLES OFFICE

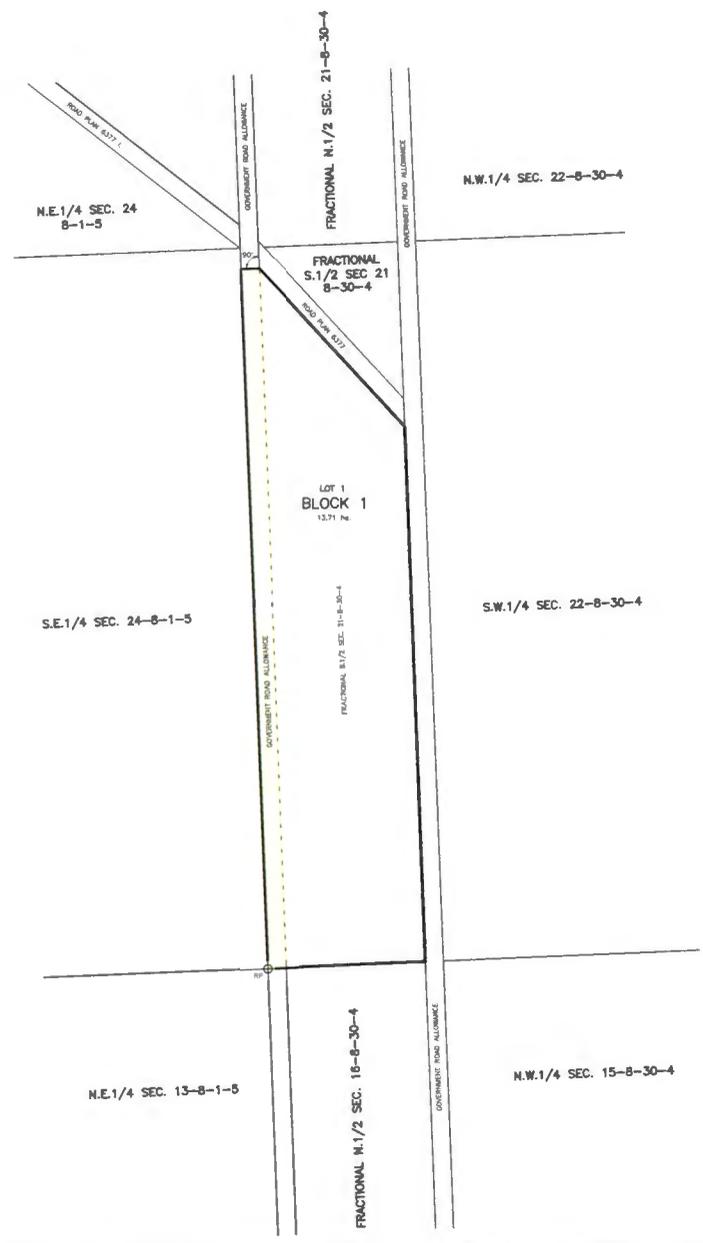
PLAN NO. _____

ENTERED AND REGISTERED _____

ON _____

INSTRUMENT NO. : _____

ALBUQUERQUE



MUNICIPAL DISTRICT OF PINCHER CREEK No. 9

DESCRIPTIVE PLAN
SHOWING
CONSOLIDATION
OF
FRACTIONAL S.1/2 SEC. 21; TWP. 8; RGE. 30; W.4 M.
AND ADJACENT GOVERNMENT ROAD ALLOWANCE

BY: T.C. PENNER, A.L.S.

SCALE 1:2500



Distances are shown in metres and decimal parts thereof.
Portion to be registered is bound in heavy black lines and contains 13.71 ha.
No field inspection was carried out, and boundaries have not been established on the ground.
Prepared in accordance with Section 86(1)(b) of the Land Title Act.

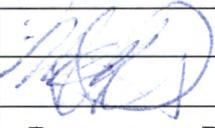
Geo-referencing information:
GRID bearing of reference are derived using ATNAD 1 Coordinates
Reference Line from N.E. Sec. 13-8-1-5 to E.1/4 Sec. 24-8-1-5

Old bearing: S27°11'
PROJECTION - UTM
DATUM - NAD83 (Canada)
REFERENCE METERS = 117
CHAINED SCALE FACTOR = 0.99994
RP - Geo-reference point shown that _____ RP
Coordinate value for Geo-reference point is N: 3004288.97 E: 718418.75

TABLE OF AREAS
within Adjacent Government Road Allowance = 1.87 ha.
within S.1/2 Fractional Sec 21-8-30-4 = 13.71 ha.
within 13.71 ha.

<p>SURVEYOR</p> <p>NAME: T.C. PENNER, A.L.S.</p> <p>DATED: APRIL 12th, 2019</p>		
<p>REGISTERED OWNER</p> <p>DAVID RAYMUND TAGGART</p>		
<p>DRAWING FILE: 19-14456.DWG</p>		
<p>CLIENT: DAVID TAGGART</p>		
<p>FILE NO.: 19-14456 CS (6.0 sq.ft.)</p>		

Recommendation to Council

TITLE: Operating Line of Credit - Borrowing Bylaw			
PREPARED BY: Meghan Dobie		DATE: May 6, 2019	
DEPARTMENT: Finance			
Department Supervisor		ATTACHMENTS: 1. Bylaw No. 1304-19 2. 2019 Operating Line of Credit – Borrowing Bylaw Discussion	
APPROVALS:			
	<u>May 6, 2019</u>		<u>08 May 2019</u>
Department Director	Date	CAO	Date

RECOMMENDATION:

That council pass first, second and third reading for bylaw 1304-19.

BACKGROUND:

- As a result of timing the M.D. can be in the position of a cash shortfall during the months of January to June.
- Property taxes are due June 30 of the current year
- The budget is active as of January 1 of the current year
- In the past, the M.D. has passed an annual borrowing bylaw.

FINANCIAL IMPLICATIONS:

Various principal and interest payments based on the amount borrowed.

2019 Operating Line of Credit - Borrowing Bylaw Discussion

Provided to Council on May 14, 2019

Cash Inflow (Money Coming In)

The M.D.'s main source of revenue is property taxation. The majority of this revenue (cash) is received in June, unless residents are registered for TIPP (Tax Installment Payment Plan). Residents registered for TIPP make monthly automatic payments to the M.D. Therefore spreading the cash inflow over 12 months.

Cash Outflow (Money Going Out)

The approved budget is active as of January 1. The M.D. has approved various projects and expenditures (cash going out) which occur in the first half of the fiscal year.

Cash Shortfall

As a result of timing the M.D. can find itself in a cash shortfall. A cash shortfall means more money is going out then coming in. This is a direct result of the approved budget active as of January 1 with the majority of property tax revenue collected in June.

Industry Comparison

It is common practice for Municipalities to pass borrowing bylaws to borrow funds on a revolving basis. Some banks require annual bylaws (ATB) while others (CIBC) do not. The M.D. current banking is all done through CIBC. Therefore **we are not required** to pass an annual bylaw.

Municipal Government Act

Under the Municipal Government Act (MGA) a borrowing bylaw needs to consider the below factors:

Section	Requirement	Bylaw
251(2)	The amount of money borrowed	Maximum - \$1 Million
	The maximum rate of interest, the term (or terms) of repayment	Prime (currently 3.95%, if exceeds 5% Bylaw is no longer valid)
	The source (or sources) of money to be used to pay the amount owing	Property Tax
	The amount borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not	M.D. has no other borrowings related to financing operations. The M.D. estimates that during each

	exceed the amount the municipal the municipality estimates will be raised in taxes in the year the borrowing is made.	fiscal year of the borrowing period (ending Dec 2021) taxes levied will be at least \$10 Million
252	Debt limit - 1.5 times revenue	As at December 2018: Total Debt Limit: \$20.5 Million
	Maximum amount of debt that can be incurred	Total Debt: \$4.7 Million
	Debt service limit - 0.25 times revenue	As at December 2018: Debt Serving Limit: \$3.4 Million
	The amount of cash required to be available	Debt Serving: \$700 Thousand

Recommendation:

That council pass first, second and third reading of Bylaw 1304-19. The borrowing period is active till December 2021.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO.9
BYLAW NUMBER 1304-19**

**A BYLAW TO AUTHORIZE THE MUNICIPAL DISTRICT OF PINCHER CREEK
NO. 9 TO BORROW FOR THE PURPOSE OF FINANCING OPERATING
EXPENDITURES.**

WHEREAS, pursuant to the *Municipal Government Act*, RSA, 2000, c.M-26, the Municipal District of Pincher Creek No. 9 (hereinafter called "the Corporation") wishes to authorize a borrowing in the nature of a revolving one million dollar (\$1,000,000) demand operating line of credit to meet the Corporation's operating expenditures over the period from the date of this Bylaw through to December 31, 2021 which is to be repaid as taxes are levied or to be levied over the borrowing period;

AND WHEREAS, the amount of taxes levied or estimated to be levied for the each of the fiscal years comprising the borrowing period is the sum of at least ten million dollars (\$10,000,000) per year;

AND WHEREAS, after borrowing the amount hereby authorized to be borrowed, the total borrowings to meet the Corporations' expenditures and obligations over each of the fiscal years comprising the borrowing period, will not exceed the amount of taxes levied or estimated to be levied over the borrowing period;

AND WHEREAS, after the borrowing of the amount hereby authorized to be borrowed, the Corporation will not have exceeded the debt limit established for the Corporation pursuant to the *Municipal Government Act*;

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, enacts as follows:

1. That the Corporation may borrow from Canadian Imperial Bank of Commerce (the "Bank") by way of direct revolving advances, a sum or sums by which the ultimate demand revolving debt of the Corporation to the Bank shall not exceed the principal amount of one million dollars (\$1,000,000), which the Council deems necessary for the purpose of meeting current annual operating expenditures and obligations of the Corporation for each of the fiscal years over the borrowing period until such time as the taxes levied or to be levied therefore can be collected in each fiscal year and paid to the Bank, and the Corporation agrees to pay:
 - a. interest on such revolving loans, or on so much thereof as remains from time to time unpaid, at the Bank's prime interest rate per annum in effect from time to time plus 0.000% per annum, as well as before maturity, default and judgment, with interest on overdue interest at the same rate as the principal;
 - b. any fees (including the fees to operate the Corporations' account maintained at the Bank); and,
 - c. pursuant to Section 251(2)(b) of the *Municipal Government Act*, the interest rate in respect of such direct revolving advances shall not in any event exceed a maximum rate of 5% per annum.
2. That the revolving sum or sums so borrowed by the Corporation be payable on demand, and will be paid in full on or before the end of the borrowing period or earlier if the Bank demand therefore is made.
3. That the source of money to be used to repay the money borrowed hereunder, inclusive of all principal, interest thereon and the other amounts, shall include all amounts now or hereafter received by the Corporation by way of taxes and penalties on taxes assessed and/or levied by the Corporation over the borrowing period.

4. That the sum or sums so borrowed by the Corporation pursuant to this bylaw may be evidenced and secured by a credit agreement between the Corporation and the Bank, the debits and credits made to the operating account maintained by the Corporation with the Bank, and by such other agreements, account authorities, ledgers, loan statements or instruments as may be required or maintained by the Bank.
5. That one Elected Official (The Reeve or Deputy Reeve) and one Unelected Official (The Chief Administrative Officer or Director of Finance) are authorized to deliver to the Bank for and on behalf of the Corporation, such account authorities, instruments and agreements, including credit agreements, as may be required by the Bank for the Corporation to avail and evidence the Corporations \$1,000,000 Revolving Operating Line of Credit with the Bank as provided for in this bylaw,
6. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
7. This bylaw shall take effect on the date of the third and final reading and remain in effect until the end of the borrowing period.

READ a first time on this ___ day of _____, 2019.

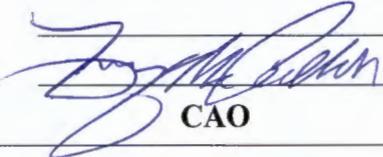
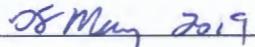
READ a second time on this ___ day of _____, 2019.

READ a third time on this ___ day of _____, 2019

Reeve

Chief Administrative Officer

Recommendation to Council

TITLE: INTERMUNICIPAL COLLABORATIVE FRAMEWORK COMMITTEE		
PREPARED BY: Troy MacCulloch		DATE: May 7, 2019
DEPARTMENT: Administration		
		ATTACHMENTS: None
Department Supervisor	Date	
APPROVALS:		
		
Department Director	Date	CAO
		
		Date

RECOMMENDATION:

That Council appoint Councillors Rick Lemire and Bev Everts, with Councillor Quentin Stevick as Alternate, to the Intermunicipal Collaborative Framework Committee with the Town of Pincher Creek.

BACKGROUND:

With the new legislated requirements introduced in the *Modernized Municipal Government Act*, municipalities that share a common boundary must create an Intermunicipal Collaborative Framework (ICF).

At the Organizational Meeting of October 23, 2018, Council appointed Councillors Rick Lemire and Quentin Stevick, with Councillor Bev Everts as Alternate, to the ICF Committee.

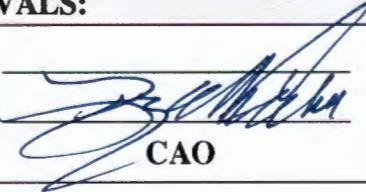
The introductory meeting to explain the ICF process, as well as the initial Committee meeting were held April 29-30, 2019. Councillor Quentin Stevick was on vacation during this time, and Councillor Everts attended the ICF Committee Meeting as the Alternate.

During both meetings, extensive and comprehensive information was presented. As Councillor Everts attended both meetings, and is familiar with the process, and the information presented, and to keep the process progressing, it was suggested that Councillor Bev Everts be appointed as the Committee member, with Councillor Quentin Stevick appointed as the Alternate. This will alleviate the necessity of having the facilitators repeat this information.

FINANCIAL IMPLICATIONS:

None at this time.

Recommendation to Council

TITLE: CANCELLATION OF SUMMER MEETINGS		
PREPARED BY: JESSICA MCCLELLAND		DATE: MAY 3, 2019
DEPARTMENT: ADMINISTRATION		
		ATTACHMENTS: None
Department Supervisor	Date	
APPROVALS:		
Department Director	Date	<div style="text-align: center;">  _____ CAO </div> <div style="text-align: right; margin-top: 10px;"> 06 May 2019 _____ Date </div>

RECOMMENDATION:

That the regularly scheduled Council Committee Meetings and Council Meetings of July 23 and August 13, 2019, be cancelled;

And that the Agricultural Service Board meeting scheduled for August 1, 2019, be cancelled;

And that the Subdivision Authority and Municipal Planning Commission meetings scheduled for August 6, 2018, be cancelled;

And further that if there is an emergent need to have a meeting during this time that an appropriate date and time be set.

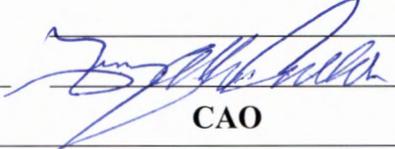
BACKGROUND:

Historically MD Council has taken a break during the summer months from holding Regular Council Committee meetings and Regular Council meetings, and regularly scheduled Committee and Board Meetings.

FINANCIAL IMPLICATIONS:

None at this time.

Recommendation to Council

TITLE: REQUEST FOR FUNDING – CANADA DAY FIREWORKS		
PREPARED BY: Troy MacCulloch		DATE: May 7, 2019
DEPARTMENT: Administration		
		ATTACHMENTS:
Department Supervisor	Date	<ol style="list-style-type: none"> 1. Email, dated May 6, 2019 2. Letter of Request, dated April 24, 2019 3. Event Budget
APPROVALS:		
_____	_____	
Department Director	Date	CAO
		_____ Date

RECOMMENDATION:
That Council contribute \$5,000 to the Town of Pincher Creek, for the 2019 Canada Day Fireworks Celebration, with the funding coming from Grants to Groups and Organizations (Account No. 2-75-0-770-2765).

BACKGROUND:

Since July 2017, the Town of Pincher Creek has hosted a fireworks celebration on Canada Day. This event is highly attended and enjoyed by residents of the region, and their families.

The MD donated \$5,000 towards this event, in both 2017 and 2018, and is being requested to contribute again to the 2019 Canada Day Fireworks Celebration.

Funding could be provided from the Grants to Groups and Organizations Account. This account has an annual allotment of \$10,000.

Details of this account, for 2019, include:

- A credit of \$1,267.38 from the Rural Municipalities of Alberta Patronage Rebate
- A granted request of \$1,750 for the RCMP Musical Ride.
- Balance of 9,517.38.

FINANCIAL IMPLICATIONS:

This request would utilize over half the balance of the account, leaving \$4,517.38 for the remainder of 2019.

Tara Cryderman

From: economic <economic@pinchercreek.ca>
Sent: Monday, May 6, 2019 5:08 PM
To: Tara Cryderman
Cc: Community
Subject: Letter to Council
Attachments: Request for Funding_MDPincherCreek_CanadaDay2019.pdf; Fireworks Budget 2019.xls

Hi Tara,

Please find the attached request for financial support letter to Reeve and Council.

Please let me know if you need anything further.

Kind Regards,

Marie Everts

Marketing, Events & Economic Development Officer
Town of Pincher Creek
403 627 3156 ext 236
www.PincherCreek.ca
#PincherCreek





April 24, 2019

Dear Reeve and Council,
Re: Canada Day Fireworks celebration

Thank you for your contribution to the Canada Day Fireworks celebration in 2017 and 2018. We have booked the Fireworks Factory to provide a display again this year on July 1st at the Ag Grounds. An alternate date of Rodeo Weekend has been set if the weather does not cooperate.

A survey was conducted at the end of October 2017 asking if Pincher Creek should host fireworks in 2018. There were 120 responses to the survey and 45 comments. The results of the survey were 86.6% yes and 13.3% No.

The attendance to the fireworks is hard to measure as we have many people who watch the display who do not come down to the Agriculture Grounds. In 2018 we estimated the attendance to be 1000 people at the grounds and an additional 1500 people watching from other locations. We are anticipating an increase in attendance this year due to Canada being a few days prior to Summer Games. We will be encouraging visitors to the region to enjoy Canada Day and to stay for the games.

We have received \$3516 from the Celebrate Canada funding stream. The total estimated cost of the event is \$16 205. Please see the attached event budget for reference.

We are requested a contribution of \$5000 from the MD of Pincher Creek.

If you would like any further information or have questions regarding the event I would be happy to come speak to council or provide additional information in writing. Thank you in advance for your consideration.

Kind Regards,

A handwritten signature in black ink, appearing to read "Marie Everts".

Marie Everts
Marketing, Events and Economic Development Officer
Town of Pincher Creek



TOWN OF PINCHER CREEK
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0
Phone 403 627 3156 Fax 403 627 4784
reception@pinchercreek.ca www.pinchercreek.ca

Event Budget Template

EXPENSES				Notes
ITEM	#	AMOUNT		Notes
MC/DJ	1	\$600.00	600.00	
Port a Potties	5	\$125.00	625.00	
Pincher Creek EMS	1	\$500.00	500.00	
Fireworks	1	\$12,000.00	12,000.00	
Advertising Radio	1	\$400.00	400.00	
Advertising paper	2	\$400.00	800.00	
Advertising social	1	\$100.00	100.00	
Printing Costs Posters etc	1	\$80.00	80.00	
Ag Grounds Rental	1	\$300.00	300.00	
Mail Out (post boxes)	1	\$150.00	150.00	
Wages	0		0.00	
Lights	1	\$650.00	650.00	
TOTAL			16,205.00	0.00 (Doesn't include inkind or Wages)

ToPC	7689
MD	5000
Canada Celebrates	3516
other	0
	16205

Recommendation to Council

TITLE: APPOINTMENT OF FIRE GUARDIANS			
PREPARED BY: Troy MacCulloch		DATE: May 6, 2019	
DEPARTMENT: Administration			
		ATTACHMENTS:	
Department Supervisor	Date	1. None	
APPROVALS:			
			
Department Director	Date	CAO	07 May, 2019 Date

RECOMMENDATION:

That Council appoint the following persons as fire guardians for the Municipal District of Pincher Creek No. 9, for the period March 1, 2019 to April 1, 2020:

- Lori Schill
- Tammy Jack
- Nichole Boissoneault
- Kate Feist
- David Cox
- Pat Neumann
- Lynn Brasnett
- Richard Claude
- Anne Molnar
- Dawn Heerschap
- Steve Oczkowski
- Tom Judd
- Allen Tapay

BACKGROUND:

Forest and Prairie Protection Act legislates that each year the Council must appoint Fire Guardians.

Forest and Prairie Protection Act Section 4 (2) states the following:

“Each year before April 1 the council of a municipal district shall appoint, for a term not exceeding one year with effect from the beginning of April, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district.”

Recommendation to Council

Chief Cox has provided several names that he is recommending to be fire guardians appointed under this legislation.

Council should also note that under the *Forest and Prairie Protection Act* Section 4 (3) the chief elected official, each Councillor and the Chief Administrative Officer are by virtue of their offices fire guardians in and for the municipal district.

FINANCIAL IMPLICATIONS:

None at this time.

Troy MacCulloch

From: CNPC Admin <cnpcadmin@toughcountry.net>
Sent: May 9, 2019 11:56 AM
To: Troy MacCulloch
Subject: Sorting Letter.
Attachments: MD Sorting letter 2019.docx

Hi Troy: I know you probably sick of hearing from me. LOL But I want your opinion please. We have had a few residents from the MD bring in some loads of waste that had large amounts of metal in them. We have advertised in the papers last year, Reminded people and have it on our website. I was wondering if maybe it might be okay if you could put this sorting letter or something like this in your utility bills or on your newsletter's to remind your resident's to please help us recycle. We have had a few pay a sorting fee they have been businesses so far. The MD already pays for all the resident's waste we just think that if they choose not to sort they should have to pay for those charges? Please let me know what you think? Or if you want the sorting charges to be billed to the MD directly?
Thank you very much. Sorry for bugging you again.

Jean



**THE CROWSNEST/PINCHER CREEK
LANDFILL ASSOCIATION**

Box 668
Pincher Creek, AB T0K 1W0
(403) 628-3849 Fax (403) 628-2258
www.crowsnestpincherlandfill.com

DRAFT

SORTING FEES

Residents of the Municipal District of Pincher Creek. Please be advised you must sort your loads of waste that come into the Crowsnest/Pincher Creek Landfill. All loads must not have a large metal objects. Also if you can separate large wood products it would be appreciated.

If loads do come in with large amounts of metal we will charge you a sorting fee that will be from \$100.00 - \$300.00 per load depending on the amount of Metal.

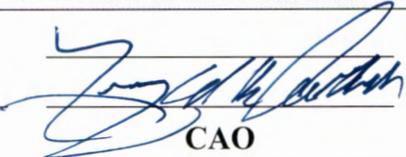
That must be paid by you at the scale. The MD will not be responsible for extra charges for residents that don't sort their waste.

Please help us recycle as much as possible. We are mandated by Alberta Environment to separate and recycle as much waste as we can. We appreciated Your cooperation.

The Crowsnest/Pincher Creek Landfill Association.

Administration Guidance Request

G4f

TITLE: INVITATION TO WATERTON BIOSPHERE RESERVE EVENT – CELEBRATION OF 2019 PATAGONIA ENVIRONMENTAL GRANT		
PREPARED BY: Troy MacCulloch		DATE: May 6, 2019
DEPARTMENT: Administration		
Department Supervisor	Date	ATTACHMENTS: 1. Email from Waterton Biosphere Reserve Association, dated May 1, 2019 2. Invitation to Event
APPROVALS:		
_____ Department Director	_____ Date	 CAO
		_____ Date

REQUEST:

That Council determine their attendance to the Waterton Biosphere Reserve Association Event, being the celebration of receiving the 2019 Patagonia Environmental Grant, scheduled for May 25, 2019.

BACKGROUND:

On May 1, 2019, the MD received the attached email and invitation, inviting a MD representative to attend an event, scheduled for May 25, 2019, to celebrate the receipt of the 2019 Patagonia Environmental Grant.

The RSVP for this event is May 17, 2019.

FINANCIAL IMPLICATIONS:

Meeting per diems would apply.

MDInfo

From: Nora Manners <nmanners@watertonbiosphere.com>
Sent: Wednesday, May 1, 2019 11:00 AM
To: MDInfo
Subject: Invitation to celebrate Patagonia Grant for Bat Stewardship - May 25, 2019
Attachments: Come celebrate with us! FINAL.pdf

Hello Mr. MacCulloch,

I would like to extend an invitation to the MD of Pincher Creek for a representative (and adult guest) to attend an event in Waterton on May 25, 2019 where we will be celebrating the award of a Patagonia environmental grant to Waterton Biosphere Reserve Association in support of our new bat stewardship project. Please see attached poster for details.

Our project will build resiliency for little brown bat populations in the Waterton Biosphere Reserve. It will include an outreach program to increase awareness about bats and bat habitat and solicit information about bat concentrations/roosting areas from local landowners. We will host a workshop this summer to share best management practices for bats in buildings and stewardship of bat roosting and foraging habitat. Our hope is to continue with education and outreach next year, plus include site visits and bat monitoring at identified locations. This will be followed by creation of a little brown bat conservation plan for the Waterton Biosphere Reserve that will identify stewardship projects to help conserve existing roosting habitats identified and reduce little brown bat habitat loss/degradation.

We hope a representative of the MD will join us on May 25 to celebrate our grant award and find out more about local bat populations and our new project. Several of our board members plan to be in attendance and so it would also be a great opportunity for conversation about other initiatives in the Waterton Biosphere Reserve.

Please RSVP by May 17, 2019.

Looking forward to the event!

Regards,

Nora Manners

Executive Director

Waterton Biosphere Reserve Association

t: 403 627 1473

a: P.O. Box 7, Pincher Creek, Alberta T0K 1W0

w: www.watertonbiosphere.com e: nmanners@watertonbiosphere.com



PLEASE JOIN US TO CELEBRATE THE



As it becomes a recipient of the
2019 **patagonia** Environmental Grant Program
for it's
Bat Species at Risk
Stewardship Program.

SATURDAY, MAY 25TH
DOORS: 6PM PRESENTATION: 7PM

THE TAMARACK
214 MOUNT VIEW ROAD
WATERTON LAKES NATIONAL PARK

Craft beer bar provided by Stronghold Brewing Co.
Souvenir pint glasses to purchase with all proceeds going to
Biosphere Reserve Projects.



The Fridge
Personal Chefs & Creative Food Solutions



TAMARACK

STRONGHOLD
BREWING Co.

CHIEF ADMINISTRATIVE OFFICER'S REPORT

April 18, 2019 – May 9, 2019

DISCUSSION:

- April 18 Interviews for Public Works Manager
- April 19 Good Friday
- April 22 Easter Monday
- April 23 Committee / Council Meeting with ICF discussion at Lunch
- April 24 Road Tour with Jared & Roland for Roads and Road Allowances
- April 24 Lundbreck and Patton Park
- April 25 Emergency Management Advisory Committee
Castle Area RWS Contract 1 - Pipeline Construction Meeting
Meeting with Banner Engineering – BMWW Proposal
DMO and Tourism in the Region – Old Man Brewery
- April 26 Pincher Creek Flood Hazard Strategy – AEP
2019 Southern Region Dams Stakeholder Open House –
Lethbridge
- April 29 Intercollaborative Framework Meeting with all Council
- April 30 Intercollaborative Framework Committee Meeting
- May 1 Kootenai Brown Hospitality Night
Safety meeting at PW and Introduced our new Dir Ops
CUPE contract signed with Reeve
- May 2 Salary Grid Work and Job Descriptions – SMT
- May 6 Day of Mourning Memorial Event
Welcome summer employees and onboarding with Brian M.
HR Resolution meeting
- May 7 Salary Grid and Job Description Task Force
- May 8 Joint Health and Safety
Emergency Measures By Laws – with Town and Cowley
- May 9 Meeting with MPE – Castle Mt

UPCOMING:

- May 10 Interviews
- May 13 Meeting with MPE in Lethbridge
- May 14 Committee / Council Meeting
- May 15 Health and Safety Training
- May 22 Intercollaborative Framework Teleconference
- May 23-June 3 Vacation

OTHER

Summer / Seasonal Hires	Started May 6
Heavy Duty Mechanic	Position remains open
Public Works Asst Manager	Interviews are occurring
Executive Assistant	Posting closes May 17

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of April 18 to May 9, 2019.

Prepared by: Troy MacCulloch, CAO

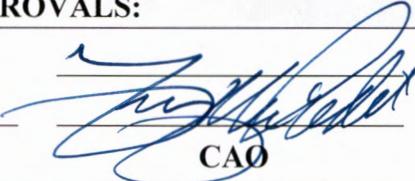
Date: May 9, 2019

Respectfully presented to: Council

Date: May 14, 2019

Recommendation to Council

H1a

TITLE: INFORMATIONAL CORRESPONDENCE		
PREPARED BY: Troy MacCulloch		DATE: May 9, 2019
DEPARTMENT: Administration		
Department Supervisor		ATTACHMENTS: 1. Email from Town of Pincher Creek, dated May 7, 2019 2. Letter from Community Foundation, dated April 24, 2019 3. Letter from Southern Alberta Recreation Association, received May 2, 2019 4. Email from Alberta SouthWest Regional Economic Development, dated April 17, 2019 5. Email from David McNeil, dated April 30, 2019 & response email, dated May 1, 2019 6. Letter from Community Hall Board, dated April 15, 2019 7. Letters from AUC, dated May 7, 2019 8. Email from AltaLink, dated April 17, 2019 9. Letter from Plains Midstream, dated March 26, 2019, with 2018 Report
APPROVALS:		
		 _____ Date
Department Director	Date	_____ Date

RECOMMENDATION:

That Council receive the following documentation as information:

1. Email from Town of Pincher Creek, dated May 7, 2019, regarding events scheduled during the Summer Games
2. Letter from Community Foundation, dated April 24, 2019, regarding the Community Priorities Fund
3. Letter from Southern Alberta Recreation Association, received May 2, 2019, regarding bids to host the 2021 and 2022 Summer Games
4. Email from Alberta SouthWest Regional Economic Development, dated April 17, 2019, regarding the Southern Alberta Energy Forum

Recommendation to Council

5. **Email from David McNeil, dated April 30, 2019 & response email, dated May 1, 2019, regarding the Water and Wastewater Project for Beaver Mines**
6. **Letter from Community Hall Board, dated April 15, 2019, regarding the Community Hall**
7. **Letters from AUC, dated May 7, 2019, regarding Applications 23377-A001 to 23377 – A003**
8. **Email from AltaLink, dated April 17, 2019, regarding Chapel Rock to Pincher Creek Transmission Development**
9. **Letter from Plains Midstream, dated March 26, 2019, regarding the 2018 Report to Stakeholders & Communities**

BACKGROUND:

Informational correspondence was received.

FINANCIAL IMPLICATIONS:

None at this time.

Tara Cryderman

From: economic <economic@pinchercreek.ca>
Sent: Tuesday, May 7, 2019 5:14 PM
To: Tara Cryderman
Cc: Summer Games
Subject: FW: Summer Games Invitation and Important Dates

Tara,

Additionally to the below request, would the Reeve be available to speak at the opening ceremonies? A quick welcome to the athletes and volunteers would be very much appreciated. Please let me know if you need anything further for this request.

Thanks!

Marie

From: economic
Sent: May 7, 2019 5:11 PM
To: AdminExecAsst@mdpincercreek.ab.ca
Cc: Summer Games <summergames@pinchercreek.ca>; 'Troy MacCulloch' <CAO@mdpincercreek.ab.ca>
Subject: Summer Games Invitation and Important Dates

Tara, can you please forward to your team? Thanks! Marie

Hello Reeve and Council,

The Summer Games organizing committee would like to invite you to participate in some of the special events for the 50th Annual Southern Alberta Summer Games! We are very proud to have our community hosting the 50th Annual Games!

We would be thrilled to have Council presence at the following events:

Opening Ceremonies BBQ

Wednesday July 3, behind the Swimming Pool at 4:30 – 6:30 pm

Opening Ceremonies

Wednesday July 3, inside the MCC Skating Arena at 7:00pm

Alumni Banquet (ticket purchase required, \$30 from the Rec Office)

Friday July 5, Pincher Creek Community Hall at 6:00pm

Closing Ceremony

Saturday July 6, Central Park (758 Kettles St) at 4pm

We would also like to extend the invitation to Volunteer to all of you! Volunteers can [sign up here](#) or by visiting the Recreation Office. Please watch for additional information and a full events listing coming in the next few weeks!

If you have any questions, please do not hesitate to reach out to us.

Kind Regards,

Marie Everts

Marketing, Events & Economic Development Officer

Town of Pincher Creek

403 627 3156 ext 236

www.PincherCreek.ca

#PincherCreek #SASG2019





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APR 30 2019

M.D. OF PINCHER CREEK

April 24, 2019

Sheldon Steinke
Municipal District of Pincher Creek
Box 279
Pincher Creek AB T0K 1W0

Dear Mr. Steinke,

On behalf everyone at the Community Foundation of Lethbridge and Southwestern Alberta, I am delighted to inform you that your application to the Spring 2019 Community Priorities Fund was successful! Congratulations to you and your organization on receiving a \$10,000 Community Priorities Grant (\$1,500 from the Lethbridge Auto Dealers Association) for the Patton Park Society *Revitalization Project*.

Two copies of the Grant Agreement are enclosed for signature by an authorized signing authority with your organization. **Please return one signed copy of the Grant Agreement to the Community Foundation** and keep the other for your records. I encourage you to read the Grant Agreement carefully prior to signing. If you have any questions regarding the Grant Agreement, please do not hesitate to contact me or our Grants Coordinator, Caitlin Gajdostik.

A project final report of your project is due on or before May 15, 2020. Please note that the Grant Agreement now includes a requirement to provide the Community Foundation with a story lead related to the project grant. For copies of the Final Report Form and the Lead Story Form, please contact Caitlin.

We hope you will be able to join us for our Spring 2019 Grant Celebration, where you will receive the grant for your project, as well as a commemorative plaque. Grant Agreements must be signed and returned to our office *prior* to your grant being issued. You may bring the signed Agreement to the Grants Celebration, which will take place on **Thursday, May 9, 2019 at 10:30 a.m. at the Community Foundation office** (1202 – 2 Ave South, Lethbridge). Please RSVP to grants@cflsa.ca or 403-328-5297.

All best wishes,

Charleen Davidson
Executive Director

Cc: Tanya Douglas, Patton Park Society



GRANT AGREEMENT

The **Community Foundation of Lethbridge and Southwestern Alberta** (the Foundation) hereby grants the sum of **\$10,000** to the **Municipal District of Pincher Creek** (Grantee) which the Grantee hereby accepts on the following terms and conditions:

1. Municipal District of Pincher Creek shall use the funds for the **Patton Park Society Revitalization Project**, as requested in the Spring 2019 Community Priorities Grant application. The Grantee may not make any change to the project without the prior written approval of the Community Foundation.
2. The Grantee agrees to provide appropriate recognition for the Community Foundation for receipt of this grant using the Community Foundation logo and the "Community Foundation of Lethbridge and Southwestern Alberta" name. The Grantee agrees to recognize the Community Foundation for its support for all media related to this project, including on the Grantee's website, annual reports, and all publications that include financial contributors. The Grantee agrees to work with the Community Foundation staff for wording used to describe the Community Foundation, and to capitalize on any promotional activities the Grantee endeavors to undertake. Please contact the Community Foundation office at 403-328-5297 or grants@cflsa.ca for a copy of its logo, or for more information.

Publications and promotional materials relating to this project produced by Grantees must carry the following acknowledgement:

"(GRANTEE) gratefully acknowledges the financial support of the Community Foundation of Lethbridge and Southwestern Alberta, a public foundation serving the community of Southwestern Alberta.

3. The Grantee may release information regarding receipt of the grant without prior approval of the Community Foundation provided all conditions of this Agreement have been accepted. The Grantee is encouraged to make its own public announcement about this grant, or the program supported by the Community Foundation, to attract additional public support. One copy of all press releases, news articles, and other published references must be sent to the Community Foundation.
4. The Grantee agrees to provide the Community Foundation with a written **Final Report** of the project details, the impact of the grant on the community, and an account of how the funds were spent on or before May 15, 2020. Please contact the Community Foundation office to request a copy of the final report.
5. The Grantee agrees to identify story ideas that the Community Foundation may develop about how the Community Foundation's grants make a difference in the community. This will be done by completing the **Impact Story Lead** and submitting it along with the Final Report.

The Grantee agrees to the conditions set out herein. DATE: April 30, 2019

**Community Foundation of Lethbridge and
Southwestern Alberta**

Municipal District of Pincher Creek

Charleen Davidson
Executive Director

Authorized Signing Authority

Print Name



RECEIVED

MAY - 2 2019

M.D. OF PINCHER CREEK

Reeve Brian Hammond
Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, AB
T0K 1W0

Dear Reeve Hammond,

On behalf of the Southern Alberta Recreation Association (SARA), I am pleased to thank you and the Town of Pincher Creek for hosting the 50th Anniversary of the Southern Alberta Summer Games (SASG). This note is a courtesy to inform you that we are currently accepting bids for the 2021 and 2022 Games.

The Southern Alberta Summer Games are a celebration of grass roots sports and culture held annually in the first week of July. This year (2019), we commemorate the 50th anniversary of the SASG in Pincher Creek, AB and are proud to remain the longest, consecutively-running, multi-sport event in Western Canada.

The Host Community can anticipate executing 16-24 sporting events with a budget ranging between \$60,000 and \$90,000 – often based on the number of sports and special events the Host Community chooses to participate in. In addition, there is a volunteer commitment, and a requirement for administrative support. The SASG can also be an important catalyst for communities to upgrade or establish facilities and resources.

I encourage you and your community to seriously consider this invitation, by either entering a bid as a single community or partnering with neighboring communities, MD's or counties.

All communities wishing to bid must submit their letter of intent and a completed bid by June 15 to the below address. Please see the enclosed bidding information to learn more about the bid process.

If you would like to discuss this request further, please call me at 403-525-8680 or at terpet@medicinehat.ca.

Sincerely,

Terra Petryshyn
Chair, Southern Alberta Recreation Association
City of Medicine Hat
c/o Family Leisure Centre
2000 Division Avenue N
Medicine Hat, AB T1C 1X9
terpet@medicinehat.ca 403-525-8680



Southern Alberta Summer Games Bidding Information

1. All bids should be directed to the S.A.R.A. Games Committee.
2. Sport Selection Criteria:
 - a) The Host Community must host all of the core sports.
 - b) Core sports are those that continue to exhibit high athlete and spectator participation.
 - c) Only optional sports may be added or deleted with the authorization of the S.A.R.A. Games Committee.

Core Sports	Host Community (Optional Sports)
5/10 KM Run	Archery
Athletics	Equestrian
Ball Hockey	Handgun
Baseball	Horseshoes
Badminton	Kayaking
3 on 3 Basketball	Lacrosse
Beach Volleyball	Pickleball
Cribbage	Slo-pitch
Cycling (Road Race & Time Trials)	Small bore
Mini Soccer	Softball
Photography	Trapshooting
Soccer	Tennis
Swimming	2.5/3 KM Walk/Run
	Gymnastics
	Triathlon
	Bowling
	Golf
	Rugby
	Motocross
	***Host Community needs approval for these

3. The Southern Alberta Recreation Association will consider including sports other than those indicated in (2) above, if requested by a bidding community.
4. Bids should be submitted in written form, including:
 - a) Statements of desire by the municipality to host the Games.
 - b) Statements regarding sports which the community would like to host as outlined above (2).
 - c) Facilities to be used for the sports.
 - d) Dates for the Games to be determined between the Host Community and the Southern Alberta Recreation Association.



- e) Statements, which would indicate names of people in the community who are qualified and might consider chairing committees for:
 - i. Games Chairman
 - ii. Publicity
 - iii. Medical
 - iv. Social/Cultural Events
 - v. Medals
 - vi. Communications
 - vii. Facilities
 - viii. Sports

5. The Southern Alberta Recreation Association has a grant available for the Host Community.

6. Bids from communities who have hosted the Southern Alberta Summer Games in the last eight years will be secondary to new communities.

7. The successful bid will be announced at the opening ceremonies of the Games, and the Games flag will be handed off to them at the closing ceremonies.

8. The successful community will be required to provide sufficient liability insurance and will be required to sign a letter of agreement with the Southern Alberta Recreation Association.

Tara Cryderman

From: Troy MacCulloch
Sent: Tuesday, April 23, 2019 7:59 AM
To: Tara Cryderman
Subject: FW: Southern Alberta Energy Forum - Fort Macleod
Attachments: SAAEP-Pembina-Institute-Energy-Forum.pdf

Importance: High

Cant remember if I sent this to you or not... early start on the next package.

troy

From: Bev Thornton <bev@albertasouthwest.com>
Sent: April 17, 2019 1:00 PM
Subject: Southern Alberta Energy Forum - Fort Macleod
Importance: High

Just a further reminder and updated poster!

“Southern Alberta Energy Forum” -

Wednesday, May 15, 2019 – 12:00pm-5:00pm lunch included

Fort Macleod Town Office, 410 20 St, Fort Macleod

Organized by the Southern Alberta Alternative Energy Partnership (SAAEP) and Pembina Institute

- Poster attached.
 - Explore the opportunities available to municipalities and small businesses in renewable energy (utility-scale and small-scale), energy efficiency, energy storage, and electric vehicle infrastructure.
 - Find answers to questions about financing options, resources and so much more.
 - Meet experts from industry, financial institutions, and leading municipalities and businesses to share experience and useful resources.
 - The forum will consist of presentations, expert panels, table discussions, and networking.
- Who should attend:
 - industry and businesses; economic development officers, CAOs, mayors and other municipal leaders; community organizations
- Event is FREE and includes lunch; the link to register is [here](#)
** We already have 20 people registered, and there is space for 50, so please register sooner rather than later if you wish to attend!!

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

www.albertasouthwest.com

Past President, Economic Developers Alberta 2018-2019

www.edaalberta.ca

SOUTHERN ALBERTA ENERGY FORUM 2019

Wednesday, May 15

12pm – 5pm

Fort Macleod Town Office
410 20 St, Fort Macleod

The day's agenda will feature Alberta expertise on renewable energy, energy storage, electric vehicle infrastructure, business and financing, micro-generation, and community generation opportunities and challenges in Alberta.

An opportunity for you to find out more about alternative energy opportunities and accessing financing on projects for your business and municipality.

A cross-sectional representation from industry, economic development officers, government, and municipal officials.

REGISTER NOW: southern-alberta-energy-forum.eventbrite.ca

Hosted by:



Sponsored by:



MDInfo

From: info@mdpincercreek.ab.ca
Sent: Tuesday, April 30, 2019 8:47 PM
To: MDInfo
Subject: Contact Form

Site: mdpincercreek.ab.ca

Name: David McNeill

Subject: Contact Form

Text: To MD Reeve and Council RE: REQUEST FOR PROPOSALS FOR HANDLING BEAVER MINES WASTE WATER I've been mulling over the \$7+ million that it will cost to send Beaver Mines' waste water to either Lundbreck, Cowley or Pincher Creek lagoons. Though I expect the provincial government bears most of that cost with its infrastructure grant programs, I frankly don't see how anybody can justify it. It works out to close to \$100,000 per property (about 4 times the cost of installing a single new septic field). I know this council has been very diligent in looking for solutions for a waste water lagoon and keep coming up empty handed. May I suggest that with this new provincial government, a get things done government, a cut through the regulations government, a cost conscious government we ask it too either reconsider its prohibition on individual septic fields as the solution for waste water disposal. Or we have the engineers look into community waste water septic systems - I think they are somewhat common in the rural US. It's a proven, relatively low cost solution to the challenge presented in Beaver Mines. I think the community septic treatment facility is worth exploring before you think of sending effluent off to Pincher Creek. If we consider individual property septic fields. The MD could insist they be monitored regularly and faulty fields be fixed. (Currently I know of two properties that have failing fields but the owners are reluctant to get them fixed with the prospect of a new municipal wastewater system being installed.) There may be one or two properties that would have difficulties placing a septic field but a little ingenuity and perhaps some grants to help with costs would likely solve the problems. Properly installed and maintained septic fields work very well. And with a municipal water system in place the risk of water contamination from a faulty field is eliminated. Dave

Reason: Praise

From:

Tara Cryderman

Subject: FW: Contact Form

From: Troy MacCulloch <CAO@mdpincercreek.ab.ca>

Sent: Wednesday, May 1, 2019 9:54 AM

To: David McNeill < >

Cc: Leo Reedyk <AdminDirOps@mdpincercreek.ab.ca>; Tara Cryderman <AdminExecAsst@mdpincercreek.ab.ca>

Subject: RE: Contact Form

Hi David,

Firstly, thank you for your email and insight into the options in our Hamlet of Beaver Mines. As you may be aware, our RFP will close this Friday, May 03, 2019. So the idea of piping it to Pincher Creek or Cowley, at this time, is just one of hopefully many other options. I currently do not know the total number of submissions, but I do know we have had some, so hopefully we will find something that works best for the Hamlet as well as our greater MD.

When the RFP closes and we have had a chance to review the proposals, we will be presenting our recommendation to Council in late May or early June for direction. There may be further public engagement as well, but it is too early to commit to that or anything else until we know exactly what are options truly are.

Thanks again for your email,

Troy

Troy A. MacCulloch

Chief Administrative Officer

Municipal District of Pincher Creek No. 9

1037 Herron Drive, PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

cao@mdpincercreek.ab.ca

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Pincher Creek Community Center Hall Society

Box 1178 287 Canyon Drive

403-627-3601

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APR 26 2019

M.D. OF PINCHER CREEK

April 15, 2019

Municipal District Of Pincher Creek #9

Box 279

Pincher Creek, Alberta

Dear Reeve and Council

The Pincher Creek Community Center Hall Society wishes to Thank Town council for the financial support you have given to the Community Hall through joint funding. Our building is getting older and often in need of costly repairs. We like to keep the hall upgraded and in good repair. We struggle to balance our bank account to match our income. We work hard to keep our utilities under control. Our board also works to keep the hall affordable for the many community groups wishing to use the hall.

Thank you so much for your ongoing support of the Community Hall.

Yours truly,

*Executive and Board Members
of the Community Hall*



May 7, 2019

Windy Point Wind Park Ltd.
Suite 1320, 396 11 Avenue S.W.
Calgary, Alta. T2R 0C5

Attention: Marc Stachiw
Director, Windy Point Wind Park Ltd.

**Windy Point Wind Park Amendment
Proceeding 23377
Applications 23377-A001 to 23377-A003**

Response to request to place Proceeding 23377 in abeyance

1. On April 26, 2019, Windy Point Wind Park Ltd. requested that the Alberta Utilities Commission place the proceeding in abeyance until further notice. Windy Point indicated that several stakeholders have expressed concerns about the project and that as a result, it intended to review the project design. It submitted that it would periodically update the Commission and the public on changes to the project and would make any necessary amendments to its applications in due course.
2. The Commission has authorized the undersigned to communicate the following.
3. The Commission appreciates Windy Point's efforts to resolve stakeholder concerns and does not consider that any party to the proceeding would be prejudiced by granting Windy Point's request, and therefore grants Windy Point's request to place Proceeding 23377 in abeyance.
4. The Commission nevertheless recognizes the importance of applications being processed in a timely and efficient manner. In this regard, the Commission granted Windy Point an interim time extension to its expired approval while it reviewed the applications in this proceeding. It does not consider allowing this interim extension to continue on an indefinite basis to be in the public interest and accordingly directs Windy Point to file an update on its progress no later than **October 31, 2019**. If the Commission does not receive an update by that time or Windy Point has failed to make any progress by that point, the Commission will consider closing the applications.
5. Should you have any questions, please contact the undersigned at 403-592-4469 or by email at trevor.richards@auc.ab.ca.

Sincerely yours,

Trevor Richards, P.Eng.
Facilities Division

May 7, 2019

To: Parties currently registered on Proceeding 23377

Windy Point Wind Park Ltd.
Windy Point Wind Park Amendment
Proceeding 23377
Applications 23377-A001 to 23377-A003

Municipal District of Pincher Creek No. 9 submissions

1. The Municipal District of Pincher Creek No. 9 (MD of Pincher Creek) originally filed a statement of intent to participate in May 2018, as part of the Alberta Utilities Commission's process to consider the cumulative impacts of multiple wind projects in the Pincher Creek area. In October 2018, the Commission sought confirmation from interested parties that they wished to continue to participate in this proceeding. Considerable time had passed since the initial notice of application and it was unclear whether some parties only intended to participate in the Commission's process as it related to cumulative impacts. The Commission did not receive a response from the MD of Pincher Creek at that time, but issued a standing ruling pertaining to those parties who confirmed their participation.¹
2. On March 19, 2019, the MD of Pincher Creek filed a letter indicating that although it missed the October 2018 deadline, it remains interested in participating in the proceeding and that its previous concerns with tower lighting remain valid and should be considered by the Commission.
3. Since then, Windy Point Wind Park Ltd. filed a request, which the Commission subsequently granted,² to place this proceeding in abeyance for the purpose of assessing amendments to its project and attempt to resolve stakeholder concerns.
4. As a result, the Commission will not rule on the MD of Pincher Creek's standing at this time. It will consider standing for the MD of Pincher Creek upon recommencement of the proceeding. Should the MD of Pincher Creek have additional concerns at the time the proceeding resumes, it may file supplementary information to its original statement of intent to participate, which the Commission will consider when assessing standing.
5. Please contact me at 403-592-4385 or at kim.macnab@auc.ab.ca if you have any questions about the matters addressed in this letter.

Regards,

Kim Macnab
Commission Counsel

¹ Exhibit 23377-X0182, Ruling on standing.

² Exhibit 23377-X0191, AUC letter - Response to request to place Proceeding 23377 in abeyance.

Tara Cryderman

From: Troy MacCulloch
Sent: Wednesday, April 17, 2019 1:42 PM
To: Tara Cryderman
Subject: FW: AltaLink's Chapel Rock to Pincher Creek Area Transmission Development
Attachments: Chapel Rock survey notification - April 2019.pdf

For info for the council pack as well.

Thx

troy

From: Grove, John <John.Grove@AltaLink.ca>
Sent: April 17, 2019 8:52 AM
To:

Subject: AltaLink's Chapel Rock to Pincher Creek Area Transmission Development

Dear Municipal Stakeholder:

Today, as part of my commitment to keep you informed of our projects in your area, I'm pleased to send you the **Chapel Rock to Pincher Creek Area Transmission Development** Project postcard from AltaLink being mailed in the coming days to the landowners and stakeholders in your area. AltaLink will not be providing your municipal office with printed versions of this material.

Here are a few key points about this transmission project:

- A new 240 kV single circuit transmission line between 35 and 47 km long from either the existing Goose Lake Substation or the existing Castle Rock Ridge Substation to;
- A new substation to be called Chapel Rock Substation located near the existing 500 kV (500,000 volts) 1201L transmission line;
- Some modifications to the existing 1201L may be required including up to 13 km of new 500 kV transmission line.

AltaLink is conducting helicopter environmental surveys starting now and continuing through the fall of 2019.

There are numerous ways for the public and stakeholders to provide input including:

AltaLink

- email us at stakeholderrelations@altalink.ca
- calling our toll-free line at 1-877-267-1453
- participating in a one-on-one consultation

If you have any questions prior to our meeting please contact me. My contact information is shown below.

Sincerely,

John Grove Municipal and Community Affairs Manager
T (403) 387-8273 C (403) 519-7426 E john.grove@altalink.ca

AltaLink A Berkshire Hathaway Energy Company
2611 – 3rd Avenue SE, Calgary, AB, T2A 7W7
www.altalink.ca

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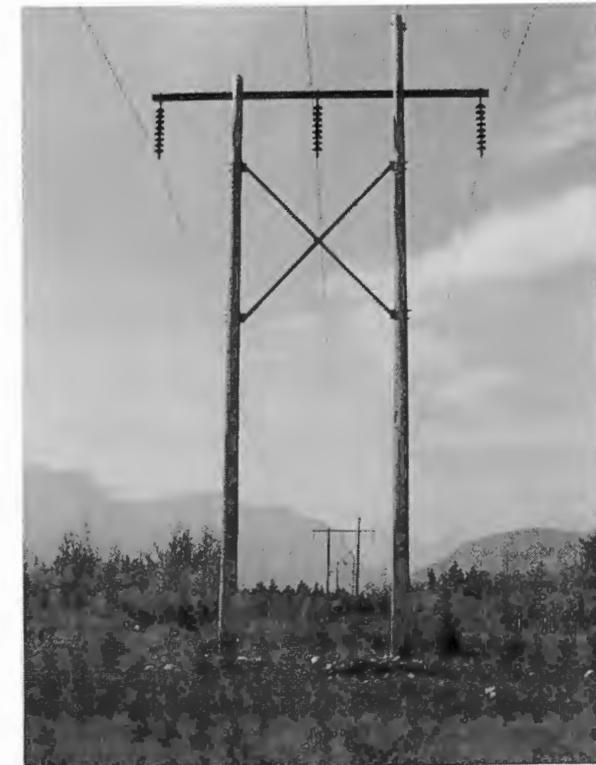
Chapel Rock to Pincher Creek Area Transmission Development Environmental survey activities near you

Starting now until fall 2019, AltaLink will be conducting seasonal environmental surveys within the study area of the proposed Chapel Rock to Pincher Creek Area Transmission Development.

The surveys will be conducted via helicopter (aerial) or on the ground. Aerial surveys will take place during daylight hours. Ground surveys will be conducted along public roads and in some areas landowners will be asked for permission to access their land by foot. Surveys on private land will only occur after landowner permission is received. When conducting all surveys we work to minimize disruption to residences, area users, livestock and wildlife.

Environmental surveys allow us to gather further detailed information about wildlife, plants, fish and associated habitat to better understand specific environmental features in the area. This information assists us in our ongoing project planning and evaluation. Surveys are completed under Alberta Environment and Parks permits, where required.

If you have any questions or concerns, please contact us at 1-877-267-1453 (toll-free) or stakeholderrelations@altalink.ca.



ALTALINK
2611 3 Avenue SE
Calgary, AB T2A 7W7

Environmental surveys near you

You are receiving this postcard because from now until fall 2019 a series of environmental surveys will be taking place throughout the project study area that may be near you. We want to provide you with details about what we're doing and what you can expect.

Contact us
1-877-267-1453 (toll-free)
stakeholderrelations@altalink.ca
www.altalink.ca/chapelrock



Follow us on
Twitter
@AltaLink for
updates





RECEIVED

APR 16 2019

M.D. OF PINCHER CREEK

March 26, 2019

Reeve Brian Hammond
M.D. of Pincher Creek
PO Box 279
Pincher Creek, AB
T0K 1W0

Dear Sir,

Our team at Plains Midstream Canada (PMC) focused on enhanced integration, efficiencies and innovation in 2018 as part of our mission to safely deliver exceptional results. Those are the common themes in our 2018 Report to Stakeholders and Communities which highlights some of the accomplishments we made in the areas of health and safety, environment, emergency management, damage prevention, asset integrity and community investment.

This is the fifth year PMC has produced this report, and we took a slightly different approach this time, aligning our programs with our five operational goals, which guide how we do business. We believe it is important for our stakeholders to understand our operating philosophy as well as the benefits our industry provides through responsible development of hydrocarbons.

I am pleased to share a copy of the report with you and would welcome any comments, feedback or questions you may have. Please email stakeholder.relations@plainsmidstream.com if you would like to share your thoughts.

In closing, this report continues to be part of our commitment to maintain strong relationships with our stakeholders and in the communities where we operate. Thank you for allowing us the opportunity to fulfill that commitment.

Sincerely,

A handwritten signature in black ink, appearing to read "J Balasch", with a long horizontal flourish extending to the right.

Jason Balasch
President
Plains Midstream Canada



2018 REPORT TO STAKEHOLDERS & COMMUNITIES

Year at a Glance



197
NEW HIRES

1,440
TOTAL
EMPLOYEES

60
STUDENTS
AND INTERNS

\$24
MILLION
INCOME TAX

\$473
MILLION
CONTRACTOR
SPEND

\$3.9
MILLION
SALES TAX



1,850
VENDORS

\$80
MILLION IN
MAINTENANCE



36
SENIOR
MANAGEMENT
SITE VISITS

\$23
MILLION
PROPERTY TAXES

3,766
HAZARDS
IDENTIFIED AND
REPORTED

\$11.1
MILLION
INVESTED IN NEW
TECHNOLOGIES
AND RESEARCH



0.38
TOTAL RECORDABLE
INJURY FREQUENCY
(EMPLOYEES)

22
INVESTMENTS
IN INDIGENOUS
COMMUNITIES

All denominations are in CAD

About This Report

The Plains Midstream Canada (PMC) Report to Stakeholders and Communities, produced since 2014, shares information on our initiatives in a transparent and credible manner. The 2018 report encompasses our commitments and accomplishments in the areas of health and safety, emergency management, environment, asset integrity, community investment, social responsibility and innovation.

This year, our approach is aligned with our operational goals. Everything we do as a company aligns with at least one of the goals:

Protect people, the environment and our assets _____

Maintain socially responsible operations _____

Achieve consistency in execution _____

Apply discipline in planning and managing our business _____

Develop our employee and leader effectiveness _____

In developing this report, we consider our stakeholders and seek to understand what matters most through our interactions and engagement programs. Our stakeholders include community investment partners, community residents, landowners near our pipelines and facilities, customers, joint venture partners, contractors, industry associations, Indigenous groups, emergency responders, employees, government, media and regulators.

We aspire to share information clearly in order to create enhanced awareness of our company and the industry, and how what we do impacts every one of us.

PMC's 2018 Report to Stakeholders and Communities references the Global Reporting Initiative Standards to align with best practice sustainability reporting. To demonstrate transparency and comparability, we have provided key performance indicators in our "Year at a Glance" on the facing page.

We invite you to share your comments about our company, how you think we can improve our performance and what topics are important to you in future reports.

Please send your comments to: social&communityrelations@plainsmidstream.com

MESSAGE FROM OUR PRESIDENT

Plains Midstream Canada (PMC) has been on a journey of continuous improvement, progressing in both how we conduct business and how we share information with the people vested in what we do. Our fifth annual Report to Stakeholders and Communities is an important part of that journey, as it signifies our consistent commitment to transparency about our economic, environmental, safety and social performance.

Energy and, more specifically, hydrocarbon resources, benefit our lives in many ways, possibly more than any of us realize. The safe, efficient

and environmentally responsible development of hydrocarbons will continue to play a key role in our planet's energy supply for generations – part of an evolving portfolio as we continue to develop new ways of harnessing, storing and using energy. At PMC, we are focused on being involved in this ongoing resource development and strive for continuous improvement in delivering our piece of the energy value chain.

As you read this report, you will see how everything related to our assets in the communities where we live and work is aligned with five overarching



“Growth, innovation and integration were key themes for our company in 2018, and I invite you to read about our journey of continuous improvement in this year’s report.”

operational goals. These goals guide how we do business. The journey to align programs and processes with these five goals has created new opportunities among teams at PMC, resulting in enhanced integration, efficiencies and innovation as we collaborate on shared objectives through a common platform.

In the report, we show you how various departments came together to close out an audit from the Alberta Energy Regulator and how we maximized performance and safety during major maintenance projects at our facilities. You will be introduced to operational teams throughout Canada and the U.S., as well as some of the unique and collaborative work underway in their regions. You will see examples of how safety of the public and our workers, as well as protection of the environment, are pivotal to everything we do and top priorities in any project. All these initiatives represent how we have matured as a company and how we continue to seek out best practices to be a safe operator.

Working closer together as a team is only a glimpse of the integration we achieved in 2018. What really stands out for me is the feedback we have received from our valued stakeholders, including regulators, municipalities, first responders and landowners. It is encouraging to hear regulators say how much we have improved our processes. It is an honour to receive unsolicited kudos from first responders for the way we conduct our emergency exercises and prepare our

employees for unplanned events. It is impactful to learn how and where we have made an imprint through our strategic community investments and initiatives.

Our ability to build these relationships is a direct result of the commitment and dedication of our growing team. I am proud to share that in 2018 we expanded our CARE Program, PMC's employee charitable donation matching program, by implementing a volunteer component. This provides additional opportunities for employees to be active members in communities and participate in charitable work that is meaningful to them. Our team stepped up in a big way, with more than enough volunteers for every initiative, while also organizing their own fundraisers for charitable causes.

I am pleased to share this report and the stories of innovation and hard work that have led to strong operating and safety performance this year. It represents the commitment our team has made to work collaboratively, transparently and proactively to provide a valuable service and economic benefits to the areas where we operate. I hope that by reading this report, you will gain a better understanding of our role in the crude oil and natural gas liquids industry, but more importantly, the role our team plays in safely delivering exceptional results.

JASON BALASCH
PRESIDENT, PLAINS MIDSTREAM CANADA



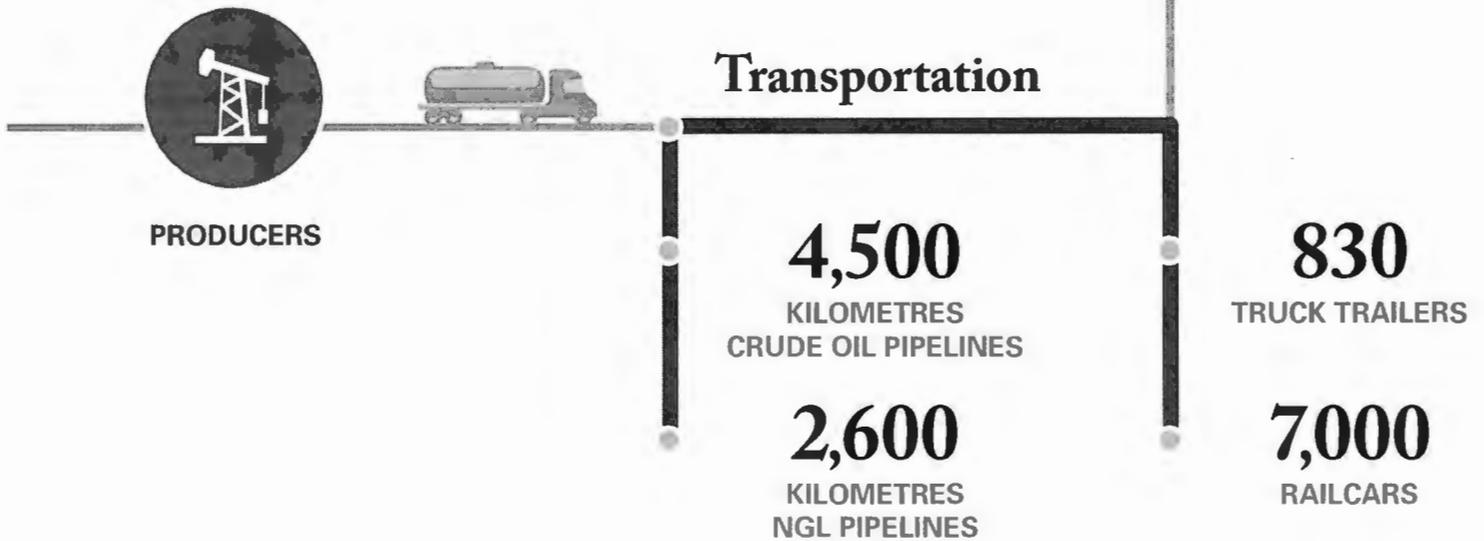
Our executive team

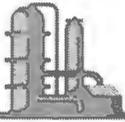
At PMC, our mission is to connect our network of people and assets to safely deliver exceptional results.

PMC specializes in transportation, storage, processing and marketing solutions for crude oil and natural gas liquids (NGL). We link petroleum producers with refiners, petrochemical producers and various fuel customers via pipeline, truck and rail transportation. We operate strategically located facilities for crude oil and NGL storage, separate NGL from natural gas and fractionate NGL into pure liquid petroleum gas (LPG) products, including propane and butane. With our expertise in marketing, logistics and our asset base, we are positioned to provide our customers with flexible, value-added services.

PMC is headquartered in Calgary, Alberta, and has more than 1,400 employees in Canada and the United States (U.S.). PMC is an indirect subsidiary of Plains All American Pipeline, L.P. which is a publicly-traded master limited partnership headquartered in Houston, Texas. Its common units are traded on the New York Stock Exchange under the symbol "PAA."

PMC VALUE CHAIN





Processing

4 GAS STRADDLE PLANTS
EXTRACT ADDITIONAL
NGL FROM NATURAL
GAS PIPELINES

8 FRACTIONATION PLANTS
SEPARATE NGL INTO
PRODUCTS SUCH AS
ETHANE, PROPANE,
BUTANE AND PENTANES

7.1
BILLION CUBIC FEET
PER DAY GAS
PROCESSING CAPACITY

246
THOUSAND BARRELS
PER DAY GAS PROCESSING
CAPACITY



Storage

42
STORAGE AND
TRANSPORTATION
TERMINALS AND FACILITIES

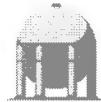
5.2 MILLION
BARRELS CRUDE
OIL STORAGE

31 MILLION BARRELS
NGL STORAGE

PMC uses bullets, spheres, tanks and underground caverns to temporarily store crude oil, condensate and NGL products. The storage facilities are regularly inspected to support the safety and integrity of our assets.



BULLET



SPHERE



TANK



CAVERN



END USERS

Consumers
Gas stations
Residential and retail distributors
Chemical refineries

Numbers as of December 31, 2018

Why What We Do Matters

We connect our network of people and assets to safely deliver exceptional results. But what does this really mean? Consider this: according to the Canadian Energy Pipeline Association, Canadians rely on natural gas and products made from crude oil to meet more than two-thirds of their energy needs every day. The role of midstream companies like PMC is to take products from the upstream sector (producers) and get them to the downstream processing facilities and refineries so they can be turned into consumer products that benefit everyone.

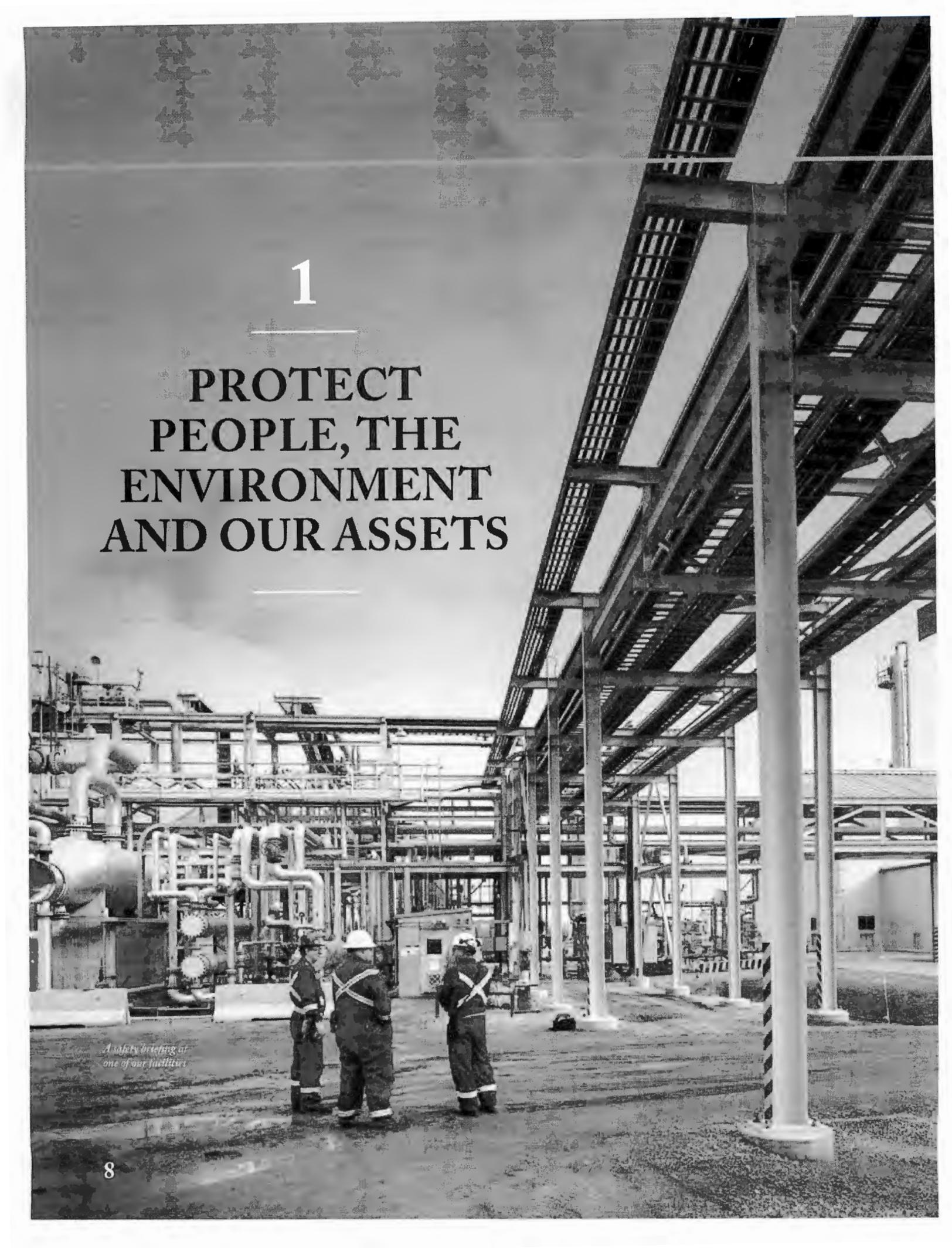
When you think about the importance of the oil and natural gas industry, ask yourself, what products could I live without? Gasoline might be the first thing that comes to mind, but it is estimated that more than 6,000 products are made from oil and gas, such as:

- Clothing (rubber boots, yoga pants, dresses, jeans).
- Electronics (cameras, televisions, laptops, cell phones).
- Medical supplies (stethoscopes, heart valves, bandages).
- Household products (utensils, trash cans, cleaning pads, plastic wrap).
- Hygiene products (toothbrushes, soap, shampoo, makeup).
- Sports equipment (golf bags, kayaks, skates, sleeping bags).
- Yard supplies (paint, patio furniture, hoses, lawn mowers).

Many of these petroleum-based products are essential to our daily lives and would be difficult to replace through other means. PMC plays an important role as our transportation, storage, processing and marketing solutions are a vital part of the system that allows everyone to reap the benefits of these products.

PMC also brings economic value to the communities where we live and work by:

- Delivering vital energy resources to meet the needs of communities.
- Generating tax revenues for various levels of government.
- Working with qualified suppliers.
- Providing fair and competitive compensation to our employees.
- Supporting Indigenous communities through business and employment opportunities.
- Donating to charitable organizations.
- Providing funding to community emergency responders.



1

**PROTECT
PEOPLE, THE
ENVIRONMENT
AND OUR ASSETS**

*A safety briefing at
one of our facilities*



HEALTH AND SAFETY

PMC conducts operations in a manner designed to maintain the safety and security of the public, employees and contractors; the protection and stewardship of the environment; and the integrity of all our assets. Our Health and Safety Management Program is a reflection of that commitment and enhances our processes through a variety of initiatives. These include Life Rules, Stop Work Authority, Green Hand Program, Management Walk-Around, Plains Incident Notification System, Visitor Visibility Program, Incident Reporting and Investigation Program, and Corrective and Preventative Action Management Program. [LEARN MORE](#)

PMC Life Rules

In 2018, we began to update our Life Rules which will be rolled out in 2019 across PMC and Plains All American. Our Life Rules are a set of values and expectations outlining the key rules every employee and contractor must follow. Awareness and use of these rules enhance our corporate safety culture.



**CONFINED
SPACE ENTRY**



**ENERGY
ISOLATION**



DRIVING



**MECHANICAL
LIFTING**



**WORK
AUTHORIZATION**



**WORKING
AT HEIGHTS**



**SAFETY
CONTROLS AND
OPERATING LIMITS**



**GROUND
DISTURBANCE**



HOT WORK



**HAZARD
ASSESSMENT**



FIT FOR DUTY



**PROCEDURES
AND POLICIES**



Our Emergency Management exercises involve external participants to illustrate realism



EMERGENCY MANAGEMENT

PMC's Emergency Management Program (EMP) identifies hazards and risks so personnel can respond quickly and safely to an unplanned event or incident.

The EMP is built on four integrated pillars:

Prevention and Mitigation: Identify and manage hazards to avoid incidents or minimize their impacts.

Preparedness: Train personnel and other responders on the tools necessary to perform their responsibilities.

Response: Help employees respond safely and effectively to an emergency.

Recovery: Once an incident is over, assist with the recovery of the environment, communities and operations.

[LEARN MORE](#)

Realism in Emergency Preparedness

Being prepared for an emergency involves exercising a wide range of scenarios throughout the year and ensuring that personnel are ready to respond at a moment's notice. What is particularly helpful in preparedness is the aspect of realism in our exercises.

Exercises that are as real as possible benefit all participants, including employees and other stakeholders such as regulators, first responders, local authorities and Indigenous communities.

Some of our noteworthy simulated exercises in 2018 included a suspicious package at a facility, a crude oil release, a propane release at a gas plant and an ethane gas leak.

The participation of emergency response professionals in these exercises adds a dimension of realism to the experience. The practice is valuable for all parties, which was acknowledged by Windsor Police Service after they participated in our security incident exercise.

PMC employees and law enforcement officials practice emergency preparedness



“These exercises are critical to the success of our organization in response to any type of low-frequency, high-risk incidents we are faced with.”

**JASON CROWLEY,
SUPERINTENDENT – INVESTIGATIONS,
WINDSOR POLICE SERVICE**

“As the officer in charge of our Critical Incident Command Program, and with a background in emergency response and preparedness, I wanted to express gratitude for including the Windsor Police Service in your exercise,” said Jason Crowley, Superintendent – Investigations, Windsor Police Service. “The exercise was extremely well run and organized, which resulted in a very realistic response in my opinion. I feel that everyone who participated in the exercise took a great deal away from it, thereby fulfilling the goal of the exercise.”

According to Shoki Kanji, PMC’s Manager of Emergency Management and Security, we take tremendous pride in that type of feedback, as it demonstrates we accomplished our goals.

“From a preparedness and training perspective, we ensure the scenarios that are developed for our exercises are realistic,” said Kanji. “This helps the first responders, law enforcement, local authorities, regulators and the company incident commander understand the consequences while setting realistic and achievable objectives, strategies and tactics. This results in all participants walking away with a solid understanding of PMC’s level of preparedness and response capability for a worst case scenario.”

Upon completion of our diverse scenarios, our team assesses the effectiveness of training and response, and the decisions that were made during an exercise, including how they were made and why.

“We then build that information into our training and emergency preparedness and response process to continually improve our training program,” said Kanji.

Learnings are also incorporated into our Emergency Response Plans (ERP), which include critical information like evacuation plans, response procedures, roles and responsibilities, coordination procedures with emergency services and communication processes. We use our ERP to assist with training on a regular basis, through regulated full-scale and table-top exercises. In 2018, we conducted four full-scale exercises and 26 table-top exercises.

DID YOU KNOW?

An exercise is considered full-scale when personnel and/or equipment are deployed and external agencies participate in the response.

Employees test emergency preparedness through regulated table-top and full-scale exercises



238
**EMPLOYEES
 PARTICIPATED IN
 EMERGENCY MANAGEMENT
 TRAINING EXERCISES**

2018 Exercises

SARNIA ETHANE GAS LEAK EXERCISE

In March, PMC conducted a mock full-scale exercise where a third-party line strike simulated an ethane gas leak at our facility in Sarnia, Ontario. A major component of this involved public protection training and isolating the Emergency Planning Zone.

Personnel from Ontario and St. Clair, Michigan, were involved when the Incident Command System (ICS) was launched as part of the exercise. Sarnia Fire Rescue also participated in the exercise, providing a great opportunity to strengthen our working relationship with first responders in the area.

CHAIN LAKES CRUDE OIL RELEASE EXERCISE

One of the unique table-top exercises that took place in February involved a crude oil release visible at a frozen body of water in Chain Lakes Provincial

Park in Alberta. In the mock exercise, a fishing derby was scheduled for the weekend, and the campground at the park adjacent to the lake was full. The simulation provided the opportunity to practice Emergency Operations Centre activation, the ICS, Incident Support Team roles and an executive media conference.

SASKATCHEWAN PROPANE RELEASE EXERCISE

In September, PMC tested its ability to respond to a hypothetical scenario where a farm tractor came into contact and damaged an above-ground block valve, causing propane to release from a pipeline. This exercise included role-playing, setting up roadblocks and evacuating nearby stakeholders. First responders from the area, as well as the Saskatchewan Ministry of Energy and Resources, participated in the full-scale exercise that allowed us to test our Empress-Kerrobert Emergency Response Plan.

WINDSOR SECURITY EXERCISE

Two suspicious devices were placed, intentionally inside our Windsor, Ontario, facility, forming the basis for a full-scale exercise to practice security incident training. The Windsor Police Explosive Disposal Unit joined PMC and other participants, including the National Energy Board, in unified command to assess the situation and jointly determine how to respond to the incident. Working through the ICS, the team simulated evacuations and made decisions on how to remove the devices.

TOWN OF LASALLE ETHANE LEAK EXERCISE

A newly developed area of LaSalle, Ontario, was the scene of a mock incident, where a vehicle was actually flipped over to simulate realism for emergency responders. In the scenario, a truck had rolled into a PMC block valve, causing a release of ethane gas. Pyrotechnics were used to simulate the



From left to right: Glenn McGinn, PMC Area Operations Team Lead; Dave Sutton, LaSalle Fire Chief; Ian Forster, PMC Community Relations Advisor

release as fire, police and emergency medical services responded to the scene. Drama students from the local high school participated as evacuees, with representatives from the Red Cross practicing their responsiveness. A total of 55 participants took part in the exercise, including representatives from PMC and the provincial government.

JOINT EMERGENCY MANAGEMENT EXERCISE

In August, PMC participated in an industry-wide emergency preparedness exercise in Ottawa along with other members of the Canadian Energy Pipeline Association and regulatory authorities. The table-top exercise, which involved a severe weather incident, provided an opportunity for member companies to speak transparently with each other and practice activating a mutual aid agreement. Through the exercise, we were able to gain a thorough understanding of what equipment and resources other companies are using and what equipment and personnel are available for support across Canada.

2018 Training

PMC BOAT HANDLING AND SPILL RESPONSE TRAINING

One of PMC's 2018 training exercises was a Boat Handling and Spill Response Training recertification course on the North Saskatchewan River outside of Devon, Alberta, in July. Three PMC response boats, along with one from Western Canadian Spill Services, were deployed for PMC-certified boat operators to practice response manoeuvres and procedures. The fully equipped PMC oil spill containment and recovery response trailer was also transported to the site and included equipment such as booms, skimmers, absorbent pads and pumps. Participants demonstrated their ability to handle response boats and deploy spill containment and recovery equipment, which will aid in responding effectively.

134

**PMC RESPONDERS
TRAINED IN:
ICS 200/300
ICS 240/39
SPILL RESPONSE
BOAT HANDLING**

Taking part in the Joint Emergency Management Exercise was confidence-inspiring in that we are doing all the right things in how we deal with incidents.”

IAN FORSTER, PMC COMMUNITY RELATIONS ADVISOR



A security training exercise in Ontario

Security Management Reduces Risk

A focus on security management helps PMC reduce the risk of threats that might impact our company, our assets or the communities where we operate. In 2018, PMC established a Security Threat Response Plan Standard that includes security threat levels (low, medium and high). PMC has developed countermeasures to support and improve security based on the threat levels.

One of the specific security concerns in the industry involves an increase in theft and vandalism occurrences. PMC is addressing this, and other security issues, by implementing new procedures and installing new equipment for Calgary personnel and our field locations. These procedures focus on the following areas:

- **Suspicious packages** found or delivered by mail, courier or in person.
- Protection from **workplace violence**.
- Prevention of **theft**.
- Assistance in a safe and measured response by personnel in the event of a **bomb threat**.
- **Terrorism** awareness, provision of insight and instruction on what may be terrorist activities.
- Awareness of roles and responsibilities in the event of an incident of **vandalism**.
- Preparation for the management of **civil disturbance** during public protests or conflict that could occur at facilities or construction projects.
- Assurance against **unauthorized entry** of persons without the appropriate approvals.
- Protection against **control system or information technology attacks** by putting security protocols in place.
- Deterrence of **suspicious activities** by adhering to crime prevention strategies.
- **Search of premise procedures** that offer preventative and deterrent benefits in response to particular threats.



Committed to Safe Transportation

Our truck transportation business plays a major role in the overall PMC value chain by safely transporting crude oil and NGL throughout Western Canada. While our trucks are on the road, we take precautions to make sure other travellers and nearby communities are safe.

We look for new ways to improve, and as part of our responsibility as a safe operator, we recently increased our field staff to help us with driver orientations and conduct random spot inspections. Our PMC trailers are hauled by independent contractors, also known as lease operators, and we work with them to reinforce safety as a top priority.

For example, the lease operator checklist for new hires acts as a proactive reminder of the safety measures drivers need to take to remain prudent and alert while on the road.

In addition, our Emergency Management and Truck Transportation teams worked to offer the internationally-recognized Incident Command System Level 200 training to trucking field staff to better prepare them in the event of an incident.

Finally, we continue to be active members of Emergency Response Assistance Canada and Alberta Motor Transport Association to contribute to the sharing of learnings and industry best practices.

365

IN-PERSON MEETINGS
WITH TRUCK DRIVERS

69

TRUCKING SAFETY
MEETINGS IN
13 LOCATIONS

140,000

INDIVIDUAL LOADS
TO TRANSPORT
CRUDE OIL AND NGL
BY TRUCK

Our Rail Business

PMC promotes safe industrial railway operations through a Rail Safety Management System, which emphasizes proactive risk assessment, management, inspections and employee training.

Safety is of the utmost importance, since PMC operates 26 rail and storage facilities across Canada and the U.S. In 2018, we moved almost 1.8 billion gallons of NGL and 103 million gallons of crude oil by rail. That amounts to about 62,300 railcars headed to over 300 destinations.



All truck drivers must

Quality and fuel oil blending standards



2,975
AERIAL RIGHT-OF-WAY
PATROLS CONDUCTED

24,395
ONE-CALL TICKETS
RECEIVED

1,142
THIRD PARTY
AGREEMENTS
(CROSSINGS, PROXIMITY
AND ENCROACHMENTS)

292
INTEGRITY DIGS

DAMAGE PREVENTION

We have a comprehensive Damage Prevention Program that includes core elements that work together to protect the public, employees, contractors, assets and the environment by proactively preventing damage to underground infrastructure. The core elements include One-Call Management, Crossings and Encroachments, Ground Disturbance, Right-of-Way Surveillance and Monitoring, Class Location and Land Use Monitoring, Unauthorized Activities and Public Awareness. Each element approaches public safety in a different way, with the common goal to increase awareness and change unsafe behaviour in and around our pipelines. [LEARN MORE](#)



Preventing Pipeline Strikes

In recent years, PMC has seen a significant decrease in pipeline strikes as a result of excavation activity near our assets.

Pipeline strikes can be caused by a number of contributing factors, such as:

- Not placing a One-Call or following subsequent instructions for working safely once the pipeline(s) have been marked.
- Not gaining permission or failing to follow instructions from buried infrastructure owners before and during ground disturbance work.
- Failing to follow the instructions of an onsite inspector during a project.

PMC's Damage Prevention team works hard to educate our stakeholders, including PMC employees and contractors, landowners and municipalities, to enhance their understanding of our program and its associated processes and procedures. These have been put in place to protect the public, our employees, contractors, underground assets and the environment from potential damage as a result of a pipeline strike.

PMC has a reporting culture that is driven by leadership. When an incident occurs, we take the opportunity to share lessons learned with applicable stakeholders and strive to further educate accountable parties in the way we operate and our expectations for working around our pipelines.



**Click
Before
You Dig**

Call or Click Before You Dig

Are you planning work that will disturb the ground? Visit clickbeforeyoudig.com for the One-Call Centre information you need before working near a pipeline.

An employee marks our pipeline right-of-way



ENVIRONMENT

PMC's Environmental Protection Program outlines a framework to safeguard the environment when we plan and execute work activities. We identify environmental sensitivities during project planning and develop strategies to minimize or avoid potential impacts. Site sensitivities include the following disciplines: soil, vegetation, wildlife and habitat, water bodies, aquatic studies and historical resources (i.e., archaeology or paleontology).

PMC's commitment to the protection of the environment extends through all phases of project design and construction, and complies with all provincial and federal acts and regulations to minimize or avoid adverse environmental effects.

[LEARN MORE](#)

Embracing Energy Efficiency

PMC embraced an opportunity in 2018 to learn more about how we can reduce greenhouse gas (GHG) emissions and increase energy efficiency.

Along with many companies in Alberta, we have been subject to increasing costs through the carbon tax implemented in 2017. By working with Energy Efficiency Alberta and an environmental consultant, PMC identified opportunities for reduced carbon emissions.

We evaluated three facilities as part of the Custom Energy Solutions Program. The evaluation reports provided a number of energy efficiency measures for each facility, along with estimated expenditures and annual cost savings.

Examples of energy efficiency measures identified at PMC facilities ranged from reduced

flaring duration through enhanced monitoring capabilities, reduced compressor and pump seal leakage, and optimization of process heaters.

PMC will review the identified opportunities to determine which upgrades would be feasible and best suited for the asset locations.

In addition to reduced GHG emissions and the associated savings from lower carbon levy payments, PMC could also see benefits in the reduction of overall electricity costs annually at the plants being assessed as part of the program.

We are looking to expand the energy efficiency assessment to some of our other larger facilities to identify similar energy and cost savings as well as GHG reduction opportunities.



A PMC facility in central Alberta

Reducing Environmental Impacts

When a 150-metre section of our Rangeland pipeline crossing the Waterton River in Alberta required replacement in the summer of 2018, we took precautions to lessen the environmental impact of our activities.

When our pipelines cross water bodies like rivers, PMC often completes construction activities using a method known as horizontal directional drilling, which has less impact on riverbeds and banks than other methods. However, in this case geological conditions proved to be unfavourable, so another approach was required.

After careful consideration and in consultation with regulators and stakeholders, our experts decided to use a method that involved digging an in-stream trench across the river, known as a staged isolation. Undertaking the isolation required careful planning to ensure it would have the least impact on water quality, fish habitat, soil, vegetation and wildlife.

We isolated and diverted the flow of the river around the area where we excavated a seven-metre-deep trench, which crossed a 200-metre-wide section of the Waterton River. To divert the flow, crews erected temporary dams, used several high-volume pumps and inserted a flume (an artificial

channel). This enabled fish to bypass the worksite, kept sedimentation at a level that would not harm fish habitat downstream of the worksite and provided a safe place for workers to do their job.

Timing was targeted outside of the restricted activity period for the river. During that time, we worked closely with aquatics specialists to move fish from isolated areas to safer areas downstream. Another safeguard involved using vegetable oil in the hydraulic systems of the construction equipment for the in-stream work to ensure there would be no impact on the environment if there was a malfunction.

After replacing the pipeline, crews covered it and removed the pumps, dams and flume to allow for normal river flow. We continue to remediate impacts on riverbanks and other locations from construction.

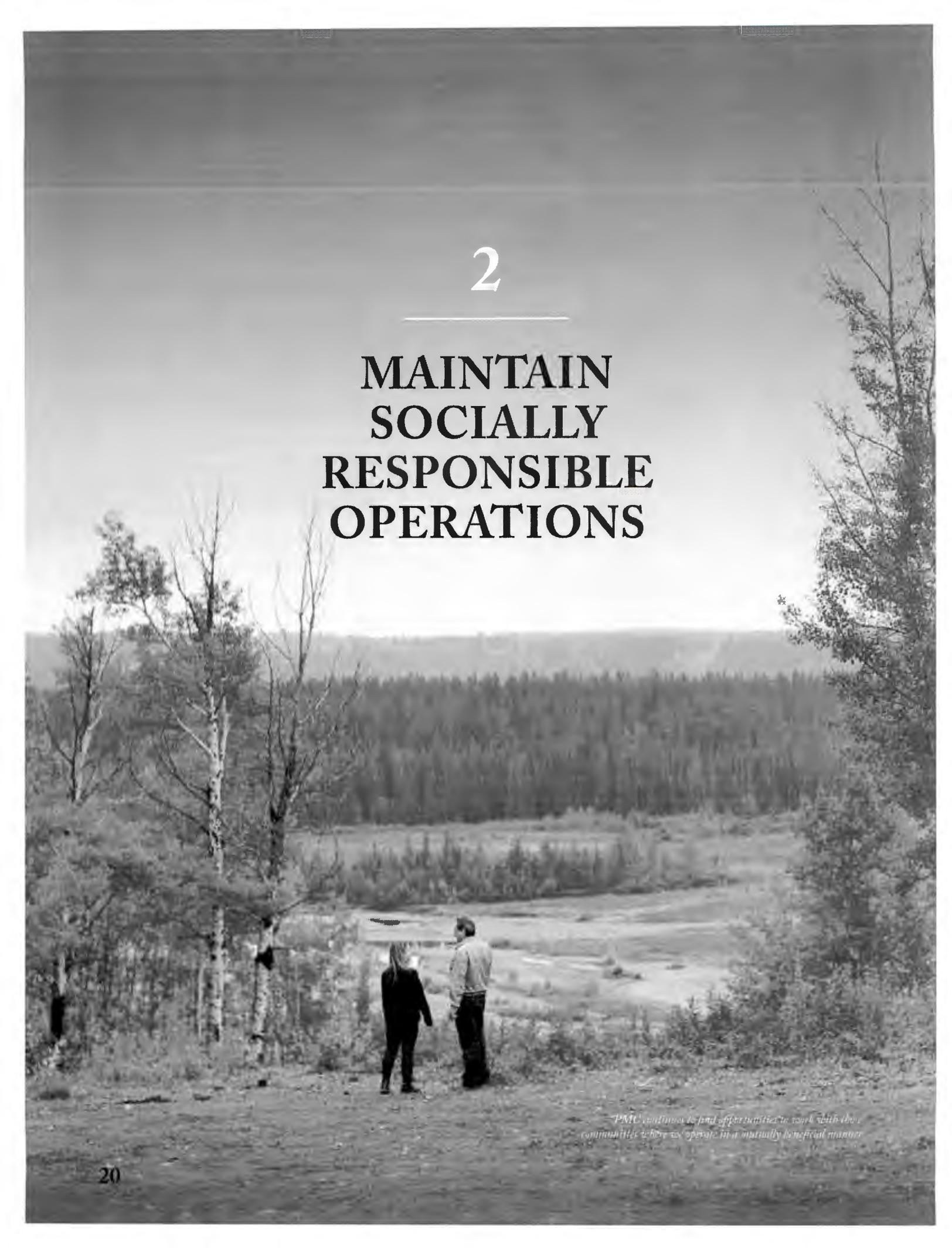
As a condition of the Department of Fisheries and Oceans authorization for the project, we also completed a habitat enhancement initiative on a tributary of the Waterton River. This involved bank restoration, livestock exclusion measures and offsite water access for riparian area improvements, and placement of coarse woody debris for habitat enhancement.



Crews work on the Waterton River in Alberta

Undertaking the isolation required careful planning by our team to ensure it would have the least impact on water quality, fish habitat, soil, vegetation and wildlife.”

DALE SCHWARTZ, MANAGER, EXPANSION PROJECTS AND ENGINEERING AT PMC



2

MAINTAIN SOCIALY RESPONSIBLE OPERATIONS

PMC continues to find opportunities to work with the communities where we operate in a mutually beneficial manner.

Being a Good Neighbour

At PMC, we understand and appreciate the importance of being a good neighbour. We value the positive relationships we have developed with communities and stakeholders who are in proximity to our pipelines and facilities.

With assets located in four provinces and 17 states, we have neighbours in more than 175 municipalities, Indigenous communities, counties and townships. We contribute to these areas economically through tax contributions, purchasing of local goods and services, and employment of local people. We also invest in local community programs, charities and emergency services through donations and grants.

For instance, in Mountain View County, Alberta, we work with the governing authorities to ensure stakeholders are aware of our Rangeland pipeline and understand how to contact us in an emergency. We employ 43 area residents at our Operational Control Centre, invest in community causes like the local arena and contribute about \$540,000 annually in taxes.

According to the county, municipal tax revenues allow it to provide a high level of service for residents, including road maintenance, permitting and planning services, agricultural programs and annual transfers to urban partners to fund recreational and social opportunities.

“Overall, Mountain View County has been impressed with the way PMC has conducted their business operations within the county and the transparent, communicative and open relationships they have chosen to have with property owners affected by their business: a great company to do business with,” said County Reeve Bruce Beattie.

At our facility in Fort Saskatchewan, Alberta, we employ 75 workers and contribute significant tax revenue to local and regional governments annually.

We are also involved in community groups like the Northeast Region Community Awareness Emergency Response (NRCAER). As part of NRCAER, we contribute resources to emergency situations and offer opportunities for training and emergency response planning. We also provided the city’s Emergency and Protective Services Department with grants to help ensure it has the best available equipment to respond to emergencies.

“Having a recognizable company like PMC within our city helps us grow and attract new business and industry,” said Mark Morrissey, Director of Economic Development, City of Fort Saskatchewan. “Their presence helps validate the fact that Fort Saskatchewan is a great place to invest and that large industrial companies can be successful here, not to mention the support they provide to local businesses through procurement of goods and services.”

Participation in industry events also demonstrates our willingness to engage in conversations with a diverse range of stakeholders. In 2018, we attended events hosted by Alberta’s Industrial Heartland, Economic Developers Alberta, Saskatchewan Association of Rural Municipalities and Economic Developers Council of Ontario, to name a few. We work with industry leaders, influencers, associations and peers to share information and improve best practices through collaboration, transparency and knowledge transfer.

PMC is proud of the positive relationships we have established in the communities where we operate, and we look forward to continued opportunities to make a difference.



PMC employees in the communities where we operate



STAKEHOLDER AND INDIGENOUS RELATIONS

PMC believes the foundation of long-term and mutually beneficial relationships is trust and respect, which is achieved through clear communication, transparency of objectives and a shared sense of responsibility. PMC engages stakeholders and communities near our rights-of-way and facilities who may be affected by our operations, including Indigenous communities, landowners, governments, regulatory agencies, municipal associations, customers, employees, contractors, business partners, environmental organizations and other special-interest groups. We respect local cultures and regional values, and recognize that seeking feedback from stakeholders is essential to building long-term relationships.

PMC’s commitment to environmental leadership, health and safety, and regional partnerships helps ensure that the City of Fort Saskatchewan and the entire Industrial Heartland region will continue to grow and prosper. The city is proud to have PMC in our community and appreciates that they are socially responsible within the community they call home.”

GALE KATCHUR, MAYOR, CITY OF FORT SASKATCHEWAN



Educating our Stakeholders on Pipeline Safety

Our public awareness efforts revolve around educating our stakeholders who live and work near buried infrastructure on the role they play in preventing harm to themselves, the public and the environment.

We strive to stimulate a positive behavioural change in landowners, contractors, municipalities and others who may face a potential impact or risk related to the safety of underground utilities while completing ground disturbance activities.

As part of our commitment to ensure our programs are effective, our Damage Prevention team participates in a public awareness effectiveness study, administered by the Canadian Energy Pipeline Association (CEPA).

CEPA member companies also took part in a survey last year, focusing primarily on public awareness activities on pipelines regulated by the National Energy Board. About 18,000 people were surveyed, and results indicated that people who reside along PMC's rights-of-way have the second highest level of comprehension about how to

live safely near pipelines, compared to those who live near other pipelines.

For the overall industry scores, Alberta landowners had the greatest Pipeline Safety Index rankings in Canada, meaning that more landowners in the province have better awareness of pipelines on their property than elsewhere in the country.

Moving forward, PMC plans to increase awareness efforts with our stakeholders in the areas where we operate with a focus on provincially and nationally regulated systems and pipelines.



A PMC Community Advisor speaks with a landowner in southern Alberta.



PMC President Jason Balasch (right) receives the Deans Award for Corporate Leadership by the Schulich School of Engineering, presented to organizations that demonstrate significant leadership and support for research and education

\$1,016,649

INVESTED IN THE COMMUNITY

446

VOLUNTEER HOURS

308

COMMUNITY INITIATIVES SUPPORTED

COMMUNITY INVESTMENT PROGRAM

PMC's Community Investment Program supports long-term strategic involvement in the communities where we operate. We form partnerships with organizations to address social issues in the areas of health and safety, education, environment and capacity building. [LEARN MORE](#)



Health and Safety: We invest in programs that support the health and safety of our employees, contractors and local communities.



Education: We believe knowledge is a building block for the success of future generations.



Environment: As a responsible operator, we support organizations that protect and conserve the environment.



Capacity Building: Our entrepreneurial spirit recognizes the importance of business skill development, training and economic development.

Supporting SAIT in Indigenous Training

Sixty Indigenous students completed Pipeline Monitoring training in 2018 thanks in part to a PMC donation to the Southern Alberta Institute of Technology (SAIT) in 2014.

PMC's gift of \$125,000 provided anchor funding that allowed SAIT to secure additional funding to add Indigenous content to its Pipeline Operations Certificate Program in 2018.

SAIT used five courses from the program to pilot a three-week Pipeline Monitoring Training Program in the spring of 2018, providing the opportunity for members of Indigenous communities to learn about pipeline design, construction and maintenance.

By the end of June, all 60 students had completed their in-class training. The final component of the Pipeline Monitoring Program was for students to experience

an industry practicum or participate in a final project. Over half of the students were placed in practicum roles with a variety of energy companies.

Students who successfully completed this pilot were eligible to complete the broader Pipeline Operations Certificate at no cost.

The Pipeline Operations Certificate Program was created to advance competency, ensure job safety and increase positive public perceptions

of the industry. The program benefits the pipeline industry through standardization of knowledge and helps meet regulatory requirements.

PMC recognizes that building capacity within Indigenous communities around pipeline monitoring can lead to better leak detection and response times, provide employment opportunities for local communities and result in increased environmental protection.

Our goal is to create a program where all learners can personally relate to the content and then benefit from it. We know from our industry partners that increasing Indigenous participation in the workforce is top of mind.”

SARAH IMRAN, ASSOCIATE DEAN OF THE MACPHAIL SCHOOL OF ENERGY, SAIT



Students of the 2018 Pipeline Monitoring Training Program graduating class

Giving Back to the Community

HEALTH AND SAFETY



Shock Trauma Air Rescue Service (STARS)

STARS provides time, hope and life-saving transport to critically ill and injured patients in Western Canada. PMC is donating a total of \$200,000 to STARS as part of a four-year commitment.

Alberta and Saskatchewan Fire Associations

PMC partnered with both the Alberta Fire Chiefs Association and the Saskatchewan Volunteer Firefighters Association in support of education, training, research and advocacy for firefighter safety.

Alberta Children's Hospital Foundation

More than 102,000 children and their families need the Alberta Children's Hospital each year. PMC supported initiatives designed to reduce anxiety and promote healthy development for kids and their families.

ENVIRONMENT



Ducks Unlimited Canada (DUC)

PMC sponsored DUC to provide wetland expertise and support to students, industry partners and municipalities so they are better informed about the value of wetlands and their ecological benefits.

Inside Education Navigate 2018

Inside Education's nationally-recognized youth summit, Navigate 2018, focused on water and environmental leadership. PMC was proud to sponsor the summit, which had 200 student and teacher attendees.



EDUCATION



Classroom Champions

Classroom Champions builds citizenship and leadership skills in children, while encouraging individual academic achievement. PMC sponsored two classrooms in Calgary, Alberta, and one in Windsor, Ontario.



University of Calgary

PMC has a longstanding relationship with the University of Calgary, providing \$400,000 each year for the past four years to the post-secondary institute. In 2018, PMC supported the Schulich Racing team, promoting engineering, science and business students' entrepreneurial spirit.



CAPACITY BUILDING



Council for the Advancement of Native Development Officers (Cando)

PMC proudly supported capacity building, skill development, training and job placement for Indigenous communities in our operating areas through the Cando annual conference.

4-H Alberta

PMC partnered with 4-H Alberta, which inspires, educates and develops rural and urban youth to become future leaders and outstanding citizens. The 4-H Alberta motto is "Learn to Do by Doing" and its youth programs are designed to teach technical, project and life skills.

3

ACHIEVE
CONSISTENCY
IN EXECUTION



Walk-around is part of our safety culture

Contributing to Industry Standards

The maintenance and development of industry standards is vital to the protection of people, the environment and property. Many standards and guidelines for the midstream industry are developed by the Canadian Standards Association (CSA) or the American Petroleum Institute (API).

In 2018, experts from PMC participated alongside others in the industry in the development of the following standards and guidelines:

CSA Z663 Land Use Planning in the Vicinity of Pipeline Systems:

PMC's Damage Prevention team was involved in addressing challenges faced by the continual development of lands near pipelines in Canada. The standard, published in September 2018, provides minimum requirements, guidance and best practices for all parties involved in and affected by land use planning and development in proximity to pipelines. It also addresses roles and responsibilities of all stakeholders to establish a proactive consultative approach.

CSA Z341 Storage of Hydrocarbons in Underground Formations:

PMC's Asset Integrity team assisted in the development of CSA Z341 Revision 2018, which was published in the spring of 2018 to update previous standards on storage of hydrocarbons in naturally formed geological reservoirs and solution-mined salt caverns. The intention of this document is to establish requirements and minimum standards for the design, construction, operation, maintenance, abandonment and safety of underground storage systems.

API RP 1115 Design and Operation of Solution-mined Salt Caverns Used for Liquid Hydrocarbon Storage:

These guidelines are similar to CSA Z341, but with an American perspective. PMC's Asset Integrity team assisted in developing API's recommended practice on the operation of solution-mined underground storage facilities, which was published in November 2018.

CSA Z260 Pipeline Systems Metrics:

With involvement from PMC's Asset Integrity and Process Safety Management teams, this new standard can be used across the pipeline industry and regulatory jurisdictions for classification of the pipelines and associated facility releases, as well as developing leading and lagging indicators. This standard will enable industry members and regulators to benchmark pipeline performance and discover ways to improve processes and performance. CSA Z260 will be published in the spring of 2019.



Industry standards are crucial to maintaining safe operations

DID YOU KNOW?

PMC employees are active participants in many industry working groups and associations, including the Solution Mining Research Institute, the Pipeline Research Council International, the Association of Oil Pipe Lines and NACE International Institute.

PMC is also one of 11 member companies committed to the Canadian Energy Pipeline Association Integrity First Program, which helps pipeline companies share and implement leading practices, keeping pipelines safe and communities protected.

AER Audit Closure

PMC's journey of continuous improvement was acknowledged in September 2018, when the Alberta Energy Regulator (AER) closed out a comprehensive audit that began in 2013.

The audit was precipitated by two pipeline incidents that occurred in 2011 and 2012 on our Rainbow and Rangeland pipelines. As a result of the incidents, the AER outlined 54 criteria that needed to be met for full compliance.

Over the past four years, we have worked diligently to achieve our goal of meeting operational excellence, while ensuring that outstanding compliance gaps have been addressed to the satisfaction of the AER.

This involved cooperation between many PMC teams, including Asset Integrity, Health and Safety, Operations, Emergency Management, Damage Prevention, Environment and Regulatory.

"Meeting the criteria required tremendous cooperation and drew upon expertise from across PMC, including field staff not regularly engaged on these types of situations," said Chris Horne, Director, Environment, Regulatory, Emergency Management and Security at PMC. "The AER report shows the significant progress made over the past four years in our management system processes and recognizes the differences from where we were to where we presently are."

In its final report, the AER referred to the development and ongoing maturity of our Operations Management System (OMS) as a contributing factor to the improvements. The OMS helps to guide and standardize our operational activities to adhere to requirements and effective management of operational risks.

TIMELINE

July 2013:
AER issues order against PMC, which includes an audit of company operations

December 2013 – June 2014:
Audit field work, documentation, interviews, management progress meetings

August 2014:
AER issues audit report, order is rescinded, AER commits to followup on audit findings

February 2015 – May 2018: AER assesses progress on closing audit findings

August 2018:
AER reports that all findings have been completed, audit closed





OPERATIONS MANAGEMENT SYSTEM

At the core of our mission, to safely deliver exceptional results, is a clear, aligned, process-driven Operations Management System (OMS). Our OMS helps us conduct and coordinate operations in a way that is systematically planned and supports the execution of our strategy. It has 40 sub-elements focused on Leadership and Organization, Risk and Compliance, Asset Lifecycle, Operational Controls, Enabling Processes, and Performance and Improvement.

Compliance to Operational Assurance

To follow through on our promise to meet regulatory standards, PMC developed an Assurance Program as part of our OMS, in addition to our Regulatory Program. Assurance at PMC answers the question, **“How do we know our programs and processes are working?”**

The Assurance Program provides line of sight, confirming that regulatory requirements across all sub-elements of our OMS are met through a long-range, rotating schedule of audits.

We complete regular assurance activities to compare our performance against internal and external regulatory requirements, and confirm that programs, processes and procedures are precisely followed.

We believe in strong regulatory oversight. Our third-party audits, independent internal audits and self-audits reaffirm that our governance through OMS meets commitments to the integrity of our assets and protection of the environment.



PMC storage and rail facility



AREA MANAGEMENT TEAMS

Area Management Teams (AMTs) were formally introduced at PMC to further enable effective governance and management of operations. PMC has eight AMTs across Canada and the U.S., each with different objectives based on their unique operations, as well as common strategic objectives across our operations.

Focused on Three Shared Objectives

Every AMT has the same overarching organizational goals and strategic objectives, which is what drives consistency across all operations. Discipline has been further strengthened through implementation of additional opportunities for communication across AMTs, as sharing successes and failures leads to positive change across the entire company.

In 2018, the AMTs prioritized integrated asset management, information management and leadership/governance as their strategic and shared objectives.

- Integrated asset management encompassed several areas, including the Integrity Management Program and the Pressure Equipment Integrity Management (PEIM) Program, which focused on a standardized approach to ensure the integrity of our pressure vessels. An Operations Integrity Committee was created to execute and drive the program changes efficiently through operations and maintenance representatives of each AMT. This objective also included the Process Safety Management (PSM) Program and overall work management. One of the deliverables was building PMC's computerized maintenance management system to create a more organized and hierarchal way for operations to perform maintenance on our assets.
- Information management provided each site with a consistent approach to organizing and managing site-specific documentation and records. Information technology enabled an accessible single-source of truth for site workers.
- Leadership/governance goals included training programs on leader-led change through better management, effective communications and business rationale.

Some of the significant achievements of each of our AMTs are highlighted on pages 33 to 35.

Efficiencies and productivity are being realized, more centralized governance is being implemented and sharing of best practices has been healthy for our organization.”

SCOTT SILL, SENIOR VICE PRESIDENT, OPERATIONS AT PMC



U.S. LPG WEST DISTRICT

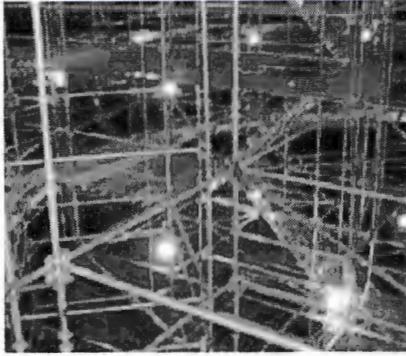
Our Quest for Zero Incidents

Our U.S. LPG West District celebrated a significant accomplishment in reducing its Total Recordable Injury Frequency (TRIF) from nine in 2017 to zero in 2018.

A TRIF is the ratio of injuries of a certain severity to hours worked. TRIFs calculate the number of fatalities, lost-time injuries, substitute work and other injuries requiring treatment by a medical professional per million hours worked.

Reducing the TRIF was a major focal point of discussions during monthly facility meetings, as well as through safety meetings conducted by frontline supervisors with direct reports.

One of the major factors that went into the TRIF reduction was a new risk identification initiative that resulted in redesigned equipment being installed in facilities to help manage those risks.



U.S. LPG EAST DISTRICT

Spearheading New Technology

Our facility in Wisconsin became one of the first in North America to use an innovative new technology for inspections and repair access in 2018.

The technology enhances access for the internal inspection of spheres, which are used to store NGL. Spheres use the lowest amount of land space for pressurized storage.

Traditionally, to do an internal inspection of a sphere, thousands of pieces of scaffolding must be assembled internally after being inserted through a small-diameter man-way. PMC used a new innovation called the HEX system, which is more portable and hangs from the top of the sphere, rotating as needed. The HEX system reduces the amount of time required for maintenance and inspections, and more importantly, it significantly reduces the risk to workers.

The technology came from the United Kingdom and may be used for future inspections of the spheres, which are required every five to 10 years.



CENTRAL DISTRICT

Installation of Fire Suppression System

Our Central District successfully completed a fire suppression system at our Sarnia, Ontario, facility in 2018, marking the end of a three-year collaborative initiative with Sarnia Fire Rescue Services.

In the rare event a fire breaks out, the upgraded system is designed to neutralize the situation, thanks to high-tech detection equipment and an amplified flow of fire-snuffing water and foam.

The new system uses pumps that can flow upwards of 8,000 U.S. gallons per minute. With reserves of 1.5 million U.S. gallons in a firewater pond, the new system has pumps that provide the ability to supply four hours of water at full capacity.



NORTHWEST DISTRICT **Working With Cities in Urban Development**

When the City of Edmonton announced plans to construct a Light Rail Transit (LRT) system, our local AMT entered into discussions to address changes required to our existing pipeline systems through the city.

To accommodate the new LRT, PMC lowered parts of our pipeline that would be impacted by the installation through an area in the city's southeast quadrant.

As part of the stakeholder consultation process for this initiative, PMC met with numerous community groups, including Alberta Health Services, businesses, church groups, golf course representatives, municipal officials and residents directly affected by the work. The objective was to minimize negative impacts such as noise or traffic disruptions.



SOUTHWEST DISTRICT **Trialing New Technologies**

Maintaining the integrity of our assets is a top priority for PMC, which is why we seek opportunities to trial new technologies that may enhance our safety standards.

One such technology that our Southwest District explored in 2018 was called Magnetic Tomography Method (MTM). MTM is an emerging technology that has the potential to identify circumferential cracks in pipelines.

PMC typically uses in-line inspection tools, also known as smart pigs, that travel inside the pipeline and use sensors to identify inconsistencies or anomalies. MTM technology is less intrusive and is optimal for non-piggable pipelines that might have limited access.

PMC is currently collaborating with research institutions to understand the technology better and determine whether it would be feasible to implement across our organization.



EAST DISTRICT **Flexibility in Meeting Changing Market Needs**

PMC strives to be flexible and offer optionality to meet changing market needs. In January 2018, our team in Kerrobert, Saskatchewan demonstrated how to accomplish a major deliverable in record time.

A decision was made in late 2017 to re-commission the Kerrobert Unit Train Terminal to improve the access of Saskatchewan crude oil for local producers to markets in the U.S.

In order to meet an aggressive 90-day target date, our local team inspected the track, sourced two locomotives and re-commissioned every device in the facility. The first train was loaded on January 18, 2018, incident-free and on time.

A total of 38 trains were loaded from Kerrobert, transporting an estimated 2.275 million barrels of crude oil to the U.S. in 2018.



EMPRESS/PPTC DISTRICT

Many Initiatives Underway at Empress to Enhance Safety

Starting with two major turnarounds and rounding off with a \$1 million upgrade to our cooling water towers, 2018 was a busy year for our Empress/Plains Petroleum Transmission Company (PPTC) District.

Cooling water towers are necessary to remove heat in the cooling water circuit. The tower upgrade replaced a wood structure that had reached the end of its estimated lifespan.

Fibreglass replacements were used and are expected to double the towers' life expectancy due to their superior strength properties (designed not to warp, decay or rot from exposure to moisture).

Fibreglass is resistant to insects, mold and mildew, which should reduce the amount of chemical additives required, resulting in additional annual savings.

Another successful initiative involved the implementation of a regulator-approved Quality Management System, which allows experts at our facilities to perform repair activities on heat exchangers and mechanically assembled pipe.

This is a safer, more consistent approach across all assets, returning equipment to service more quickly and resulting in less down time. PMC is adopting this system across all operations.

Not only are our Area Management Teams achieving efficiencies in each of the districts where they operate, but they have also demonstrated their commitment to communities by contributing over \$200,000 to worthy causes in 2018.”

JUSTIN ANDERSON, DIRECTOR, OPERATIONS AT PMC



CONTROL CENTRE DISTRICT

Sharing Expertise With Industry Peers

The Operational Control Centre (OCC) in southwest Alberta is comprised of a communication system (utilizing satellite and cellular coverage) and a Supervisory Control And Data Acquisition (SCADA) system to monitor our pipeline network 24 hours a day, 365 days a year.

The OCC is an integral part of PMC operations as consoles are dedicated to monitoring and controlling pipelines across Alberta, Saskatchewan and Manitoba. In addition, the OCC monitors certain LPG facilities in Canada and the U.S.

At PMC, we believe there is no higher priority than safety, which is why the OCC collaborates with the pipeline industry and other organizations to share best practices and help make control rooms safer and more efficient. This includes meeting with other industry control rooms, such as the Calgary Airport (NAV Canada), Energy Alberta Corporation and Calgary Transit, to share learnings across disciplines. The OCC hosted industry peers from Canada, U.S., China and Brazil in 2018.



4

**APPLY
DISCIPLINE IN
PLANNING AND
MANAGING
OUR BUSINESS**

ONE positive word at a time is worth a million dollars.



ASSET INTEGRITY

Asset Integrity at PMC is made up of a variety of programs and processes for maintenance and operational assurance of our pipelines, processing and fractionation plants, storage tanks and caverns. Maintaining the integrity of our assets is a priority, and our responsibility as a safe operator. Striving to adhere to stringent regulations and industry best practices helps to protect the health and safety of the communities where we operate. [LEARN MORE](#)

Process Safety Critical to Incident Prevention

Our Process Safety Management (PSM) Program is critical to addressing risks associated with hydrocarbon processing equipment by striving to ensure that hazardous materials and energy remain contained within facility equipment. The PSM Program includes:

- Facility evaluations to identify risks and implement administrative and engineered safeguards (i.e., creating or revising operating procedures, adding pressure relief or introducing alarms and programmable shutdown logic).
- A Management of Change (MOC) process that empowers employees to identify, vet and communicate upcoming changes within a facility. These may include assessment of risks, pre-startup safety reviews and authorization to address technical, administrative and organizational changes.
- Investigating process safety related incidents, the corrective actions and "lessons learned." These are frequently communicated to staff to reduce future occurrences and foster a culture of continuous improvement.

“By applying process safety elements to a large number of our assets, including pipelines, the program is gaining momentum, and the number of process safety related events has declined.”

ADAM SHELLEY, DIRECTOR, OPERATIONS ASSET MANAGEMENT AT PMC

Maintaining Our Assets

Maintaining the integrity of our assets is a top priority, and our responsibility as a safe operator.

FACILITY INTEGRITY

A comprehensive program that uses industry best practices along with risk-based methodologies to establish maintenance and inspection activities for safeguarding the integrity of facility equipment.

FRACTIONATION PLANT

SPHERES

DID YOU KNOW?

An advanced system of satellites, communication field transmitters, centralized control room computers and trained staff monitor our pipeline network 24 hours a day, 365 days a year.

CAVERN AND WELL INTEGRITY

Involves regular workovers, hydraulic simulations, mechanical integrity tests, casing inspection logs and salt cavern growth measurements. These are done to evaluate cavern and well tightness, cavern-to-cavern spacing, well and wellhead corrosion, as well as for compliance with regulations and standards.

CAVERN

DID YOU KNOW?

PMC is the largest salt cavern storage operator in Canada. Across North America, PMC manages 77 caverns and 115 associated wells, with a team of professionals dedicated to our extensive Cavern Integrity Program.

PROCESS SAFETY MANAGEMENT

Identifies and mitigates risks associated with operations processes so that the release of hazardous substances or energy can be prevented. Process hazard analysis (PHA) studies are conducted at each facility every five years to assess risks. In 2018, we conducted 19 PHA studies.

PREVENTATIVE PLANT TURNAROUNDS

A regularly scheduled shutdown focuses on maintenance-related activities, as well as cleaning, inspection and repair of facility equipment.

BULLETS



STORAGE TANKS



PRESSURE EQUIPMENT INTEGRITY MANAGEMENT

PMC works to ensure safe and effective operation and maintenance of our pressure equipment in accordance with multi-jurisdictional requirements.

PIPELINE INTEGRITY

Includes cathodic protection, integrity digs, depth-of-cover mitigation and in-line inspections.

WHAT IS AN IN-LINE INSPECTION?

Preventative maintenance using tools that travel inside the pipeline with sensors to identify any deviations or anomalies.

PIPELINE



Turnarounds Are Vital to Maintaining Safe Operations

A plant turnaround, also known as a shutdown, is a scheduled window during which day-to-day operations cease, either in part or in full, for maintenance-related activities, as well as cleaning, inspection and repair.

The goal is to get the facility returned to service as safely and efficiently as possible, while ensuring future uninterrupted operations.

Planning is required in advance of a turnaround to minimize impacts.

For instance, due to various complexities, planning began over two years in advance for two turnarounds at our Empress plants in southeastern Alberta. The turnarounds were among the most significant in 2018, with the first concluding in July and the second in October.

Jason Carter, District Manager of the Empress/PPTC District, said by the end of the second phase, PMC had recorded just shy of 110,000 hours of direct labour work, with 495 people on site at the peak period and with no lost-time accidents or reportable spills.

"The temporary shutdown of any plant is developed with the utmost planning and coordination to achieve desired goals in

terms of safety, schedule and cost," he said. "Turnarounds carry inherent safety risks and are complex, but they lead to improvements and provide insight into future equipment needs."

A turnaround involves personnel from across the company, including Operations, Engineering, Health and Safety, Environment, Finance, Quality Assurance, Maintenance and Administration. Since the activities are not normal operating procedures, it is imperative to consider safety in every aspect.

The ultimate goal is to conduct a safe turnaround, which is why PMC's Health and Safety team is intricately involved in the planning and execution.

"Serious accidents can occur when you are doing a turnaround," said Paul Kelly, Director of Health and Safety at PMC. "We put a lot of emphasis on getting prepared from an operations perspective."

At the conclusion of both turnarounds, the key goals were met. Work was executed efficiently and safely, with zero recordable incidents. Strategic decisions related to timing, as well as staggering the event into two phases, contributed to the successful turnarounds.



“The intent of these complex projects is to ensure the long life of our assets and to maintain world class reliability and service availability for our customers. Thanks to everyone for supporting those objectives safely and professionally.”

JOHN LACEY, VICE PRESIDENT
OPERATIONS AT PMC

Our Empire plants both underwent significant turnarounds in 2018.

PMC's Digital Change Journey

Digital change at PMC is designed to modernize, simplify and establish efficient business processes supported by effective business systems as a core part of the current PMC Information Systems strategy.

The intent is to create measurable enterprise business value by introducing modern technology platforms, unified systems and advanced decision support. The key will be our ever-increasing focus on cybersecurity as we incrementally take advantage of new technologies.

To help us navigate the digital waters, we have regularly engaged strategic technology vendors to leverage world-class expertise.

"We partnered with several leading industry experts to look at how best to plan our work, to realize our strategic goals and focus on business needs," said Chris Leonard, Director of Strategy and Digital Transformation at PMC. This has helped us understand other industry technology trends

and where lessons can be identified and then implemented in the midstream segment. "There is huge potential to modernize our work practices while empowering our workforce to deliver even greater results," said Leonard.

Our company effectively plans all associated work activities through a digital transformation roadmap. By better understanding relationships and interdependencies between projects, we are able to make better investment decisions, undertaking the right work at the right time.

To accelerate some of the initiatives already identified in our roadmap, PMC is providing greater analytical support to business units within the Commercial and Operations business areas. Partnering with industry experts has helped leverage deep data analytics and the power of artificial intelligence, while also developing in-house expertise to maximize the use of business intelligence, with the intent to realize future business value.

PMC is amongst the leading companies in Calgary thinking about digital and its impact on their business. They are at the forefront of digital innovation, and I am excited to see the results of the work they are doing in their transformation roadmap."

GEOFFREY CANN, DIGITAL STRATEGIST, THIRD PARTY CONSULTANT

Introducing Business Intelligence

Part of PMC's focus on continuous improvement and digital transformation is to implement innovative technology to increase efficiencies and enable more informed decision-making. One such initiative was the introduction of a business intelligence (BI) analytics tool that enables organizations to visualize complex data and share insights with their teams.

This tool has provided consistent and easier access to data, as it can instantly connect cross-functional teams to numerous data systems from core sources. It simplifies the presentation of results, which facilitates the efficient review of data and supports the decision-making process.

The system is useful across the organization, but particularly for our Supply Chain Management (SCM) team, who were quick to adopt the new technology. Describing BI as "a giant warehouse of data where people can pull from different data sources," SCM uses it to quickly track information like vendor spending and invoicing, which is updated daily.

BI has also been integrated into Operations, which uses an operations dashboard to detail performance in the areas of production, health and safety, environment, maintenance, risk management, inspection compliance and finance.

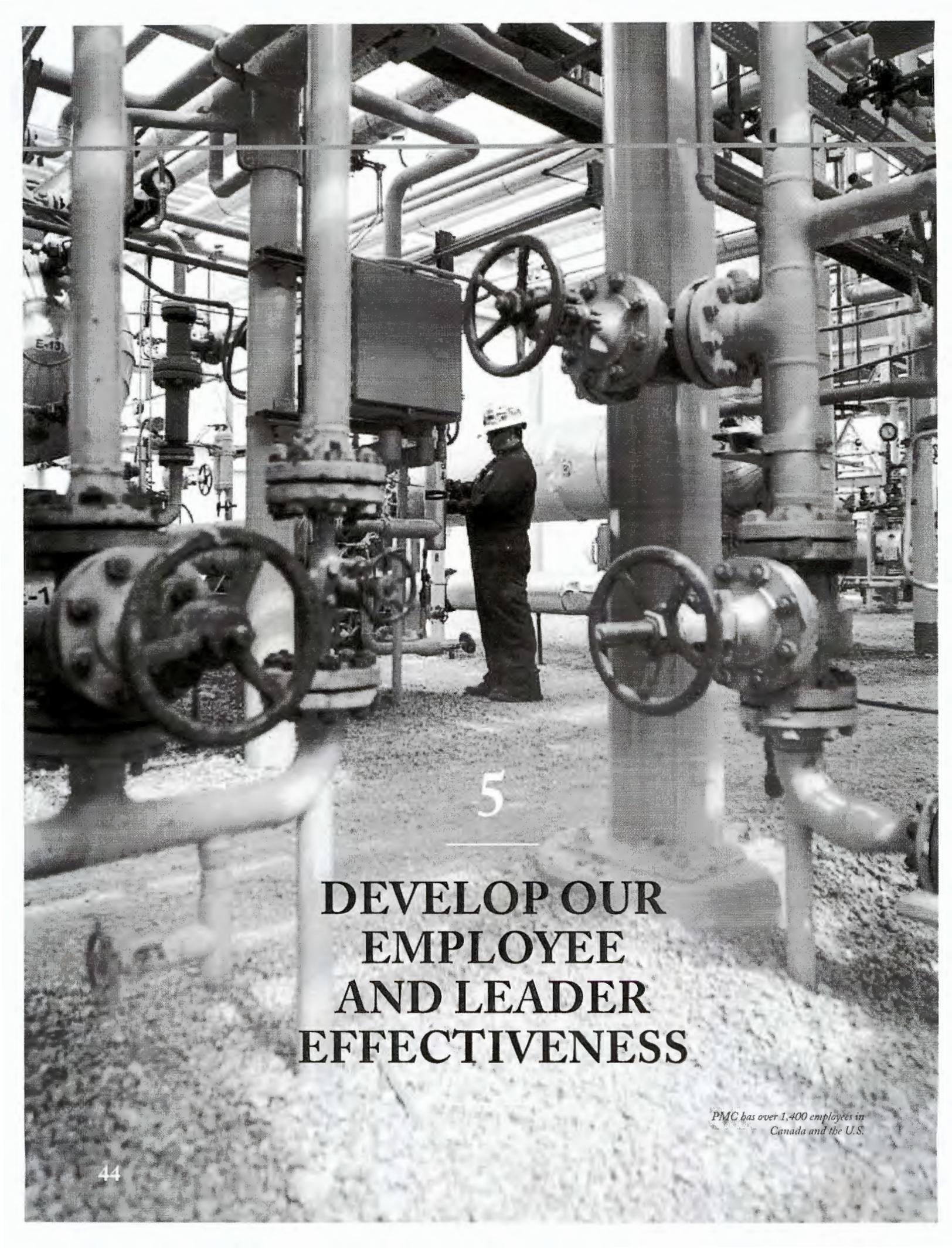
As personnel in the organization become aware of the potential efficiency benefits from BI, we believe there will be greater demand to incorporate it more broadly.



PMC employees embrace innovations in technology



Our storage sphere and tanks in southern Alberta



5

**DEVELOP OUR
EMPLOYEE
AND LEADER
EFFECTIVENESS**

*PMC has over 1,400 employees in
Canada and the U.S.*

OUR PEOPLE

At PMC we connect our network of people and assets to safely deliver exceptional results. Our people are analytical, connected, creative, entrepreneurial and passionate about everything they do. [LEARN MORE](#)

We rely on our core values and beliefs to inspire and guide our team. These values include:

Safety: We conduct our operations and business in a manner that is safe for employees, contractors and the environment.

Ethics and Integrity: In our dealings within and outside of the company, we do the right thing, obey the law and act with the highest levels of honesty, ethics and integrity.

Accountability: In conducting our business, we are accountable to each other, our unit holders, our customers and other stakeholders, including the communities where we live and work.

Respect and Fairness: We treat each other and our stakeholders fairly and with respect.

Employee Learning Series

In 2018, PMC's Commercial leadership team dedicated time to develop and deliver a training series on our commercial business to our Calgary-based employees.

The series focused on North American crude oil and NGL markets, as well as the PMC departments, processes and systems that generate revenue from those markets.

About 400 employees from Calgary participated. Each series was broken

down into five one-hour segments, amounting to over 4,000 hours of employee development.

We are exploring ways to deliver this content to our field employees in the future. PMC will continue to seek feedback from employees on what learning and development opportunities they would benefit from, and identify strategies to deliver this professional development.



Employees participate in a Crude Oil 101 training session in Calgary

“Not only did the NGL/Crude Learning Series enhance my knowledge of the fundamentals, I gained an in-depth understanding of the NGL/crude operations at PMC. The presenters and the organizers delivered on two great topics, and I am looking forward to future learning opportunities.”

SUSAN KWAN, PMC EMPLOYEE



PMC volunteers get a briefing before planting trees in Okotoks, Alberta with Tree Canada

CARE Program Supports Charitable Causes

The Create a Real Effect (CARE) Program supports charities close to the hearts of our employees. Through CARE, our employees can donate to registered charities of their choice, and PMC is proud to match overall contributions up to \$10,000 per employee, per year. In 2018, employees pooled resources to support causes including the Movember Foundation, Ride to Conquer Cancer, Run for the Cure and the Saskatoon Community Foundation.

HIGHLIGHTS

Yankton United Way Campaign: PMC's staff in Yankton, South Dakota, came together to raise about \$5,500 for the United Way, including a matched company donation through our CARE Program for education, financial stability and healthcare initiatives.

Movember Team: In November, several PMC employees took part in the international Movember fundraiser, which involves growing moustaches to raise awareness of men's health issues. The campaign has been increasingly successful, and in 2018, a total of \$23,000 was raised, including company-matched donations.

It's thanks to the support of enthusiastic volunteers and strong partnerships with communities that these initiatives come to life."

SARAH QUANN, PROGRAM
MANAGER, TREE CANADA

Employee Volunteer Program Launch

Employees volunteered over 400 hours of their time in 2018, with three charitable organizations as part of our new Volunteer Program, which is an extension of PMC's existing CARE Program.

"Every event that we organized this year reached capacity because our team members were so enthusiastic about giving back to the communities where we live and work," said Sterling Koch, Vice President, Health, Safety, Environment and Regulatory at PMC.

PMC launched the program in September with a tree planting event in support of Tree Canada, when 29 volunteers planted 131 trees to create a new grove for the Town of Okotoks.

In October, another environmental initiative with Trout Unlimited Canada, saw 30 volunteers travel to Granum, Alberta, to assist with a fish rescue. The day-long activity was at the Lethbridge Northern Headworks Canal, where hundreds of fish needed to be diverted from the irrigation canal back into the Old Man River in order to survive winter.

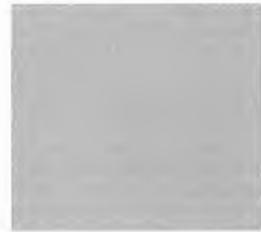
This involved sectioning off a portion of the canal to round up schools of fish. PMC employees put on waders and scooped the fish into buckets. Other volunteers were tasked with identifying, measuring and tracking all the species rescued from the canal. Afterwards, the fish were put into a large transfer tank for transport.

"This event reinforced the importance of the protection of wildlife, which is a fundamental driver of PMC's environmental programs," said Kyle Hofseth, PMC volunteer.

The first two events demonstrated our commitment to address environmental issues while enabling employees across departments to work together, building our culture and a more integrated team.

In December, PMC got into the holiday spirit by working with the Calgary Food Bank, supporting less fortunate members of the community. PMC volunteers spent three evenings sorting, organizing and packaging food for holiday hampers. We also donated \$10,000 to the organization as part of our volunteer campaign.

With the success of our Volunteer Program in 2018, PMC plans to expand the program in 2019 to offer more opportunities, as well as extend it to employees in our field locations.

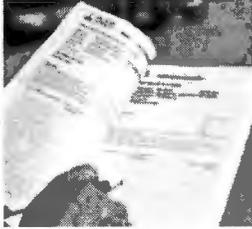


Top: Employees plant 131 trees in Okotoks, Alberta

Bottom: Employees rescue fish with Trout Unlimited Canada in Granum, Alberta

I am very proud to work for a company that encourages its employees to volunteer and to get involved with local communities."

COREY ANNE DRUGMAND, PMC EMPLOYEE VOLUNTEER



The JHSC reinforces safety as a core value

Joint Health and Safety Committees Enhance Safety Culture

Supporting a safety culture is paramount at PMC, and one of the key activities for the Calgary, Alberta, office in 2018 was establishing a Joint Health and Safety Committee (JHSC).

While PMC already had JHSCs in place at its major facilities, this was the first time a committee was formed at head office, where employees had been participating in annual office safety week activities. Since safety is a core value and an integral part of PMC's culture, employees embraced the opportunity to participate in JHSCs.

Employees volunteered for positions on the committee, with the goal of raising awareness

of health and safety issues, as well as promoting cooperation between management and workers to reduce incidents.

The committee members are responsible for hazard identification, incident investigations and safety inspections. Members communicate concerns from workers to leaders so that the organization develops health and safety policies, safe work procedures and training programs to address potential risks.

In Alberta, JHSCs are regulated by the Alberta Occupational Health and Safety Act for the purpose of supporting the three basic rights of workers: the right to know, the right to participate and the right to refuse dangerous work.

12,285
HOURS OF
SAFETY TRAINING
ACROSS
OPERATIONS

“The JHSCs address real concerns and result in changes because people recognized hazards that hadn't really been thought of before in an office environment.”

NOLAN STILL, CO-CHAIR PMC JHSC EMPLOYEE REPRESENTATIVE

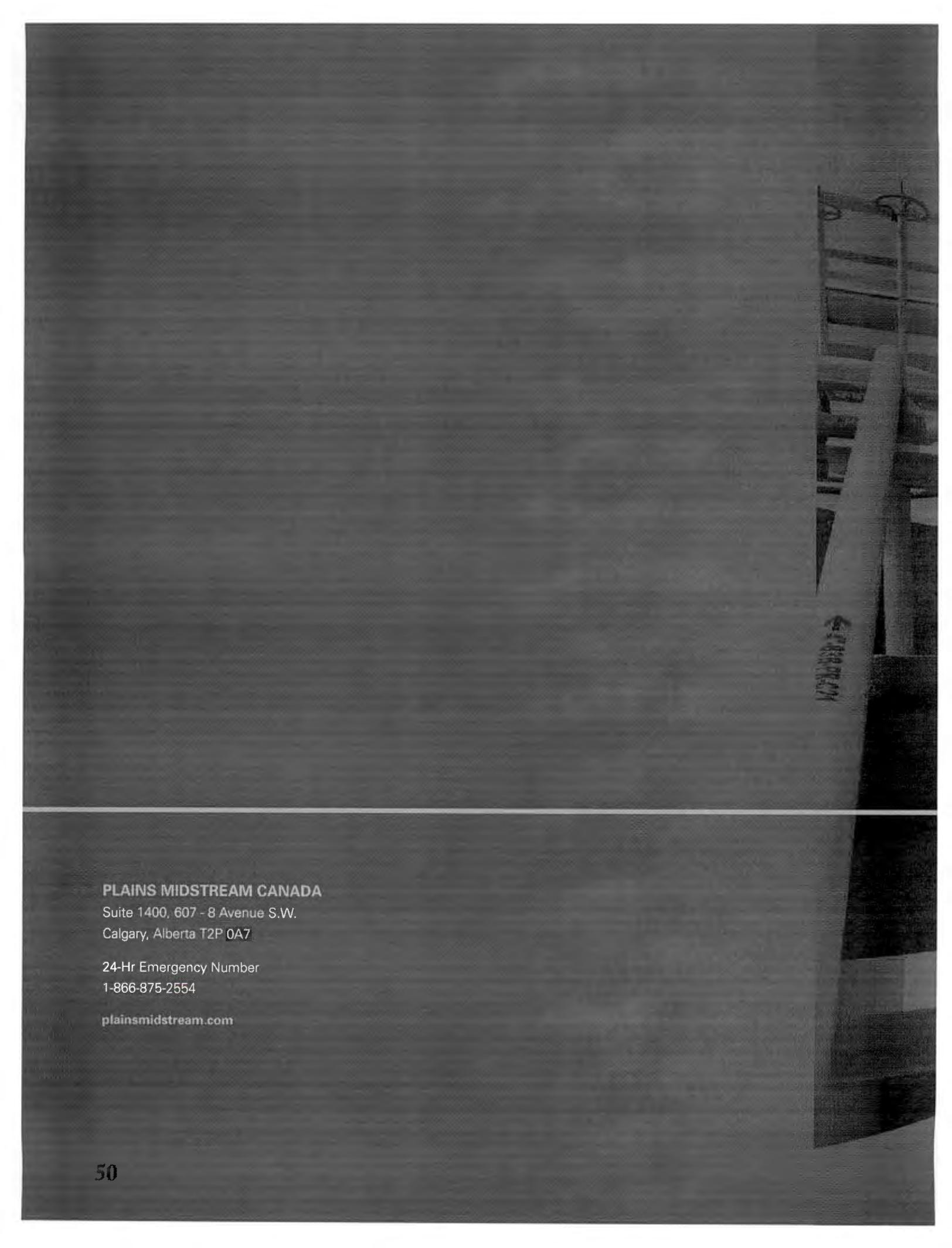


We invite you to share your comments about our company, how you think we can improve our performance and what topics are important to you in future reports.

Please send your comments to: stakeholder.relations@plainsmidstream.com

For more information about PMC, visit:
plainsmidstream.com

For more information about pipelines and the pipeline industry, visit:
aboutpipelines.com
api.org



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