

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

**May 12, 2020**

**1:00pm**

- A. ADOPTION OF AGENDA
- B. DELEGATIONS
  - a) Chuck Lee, Executive Director of Alberta Whitewater Association
  - b) Dr. Samantha Myhr, Rural Physicians in Alberta
- C. MINUTES/NOTES
  - 1. Council Committee Meeting Minutes
    - April 28, 2020
  - 2. Council Meeting Minutes
    - April 28, 2020
- D. BUSINESS ARISING FROM THE MINUTES
- E. UNFINISHED BUSINESS
  - a) Pincher Creek & District Chamber of Commerce
    - Request for Support
    - Draft Pincher Creek Business Retention, Expansion and Recovery Project
  - b) Capital Funding Agreement for PCCCLC
    - Report from CAO, dated May 7, 2020
- F. COMMITTEE REPORTS / DIVISIONAL CONCERNS
  - 1. Councillor Quentin Stevick – Division 1
  - 2. Councillor Rick Lemire – Division 2
  - 3. Councillor Bev Everts– Division 3
    - Alberta SouthWest
    - FCSS
  - 4. Reeve Brian Hammond - Division 4
  - 5. Councillor Terry Yagos – Division 5
- G. ADMINISTRATION REPORTS
  - 1. Operations
    - a) Operations Report
      - Capital Budget Summary, dated May 7, 2020
      - PW Call Log, dated May 7, 2020
  - 2. Development and Community Services
    - a) AES Departmental Update
      - Report from Agricultural Fieldman dated May 7, 2020
    - b) Subdivision Approval Extension Request 2017-0-143
      - Report from Director of Development and Community Services dated May 6, 2020
    - c) Southern Alberta Land Trust Society Conservation Easement (Yarrow Creek Project)
      - Report from Director of Development and Community Services dated May 6, 2020
  - 3. Finance

- a) Carry Forward Reserve – Restriction Adjustment
  - Report from Director of Finance, dated April 30, 2020
- b) AES Spray Truck
  - Report from Director of Finance, dated April 30, 2020
- c) PW Security Gate
  - Report from Director of Finance, dated April 30, 2020

4. Municipal

- a) Chief Administrative Officer Report
  - Report from CAO, dated May 7, 2020

H. CORRESPONDENCE

1. For Action

2. For Information

Recommendation to Council, dated May 7, 2020

- a) Grant Specialist Project Report to Council March 2020
- b) Chinook Arch Regional Library Board Report April 2020
- c) Community Foundation Personnel Updates
- d) AGM Invitation from Pincher Creek and District Chamber of Commerce
- e) Community Foundation Letter
- f) Highway 3 Twinning Development Association Notice of AGM and Call for Nominations

I. CLOSED MEETING SESSION

J. NEW BUSINESS

K. ADJOURNMENT

**From:** [Alberta Whitewater Association](#)  
**To:** [Jessica McClelland](#); [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca)  
**Subject:** RE: Delegation at MD Council Meeting  
**Date:** May 5, 2020 3:58:44 PM  
**Attachments:** [2020 Provincial Park redesignations letter to Minister.pdf](#)  
[AB Provincial Park redesignation list.pdf](#)

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Hi Jessica,

I just went over the MD land owner maps and found out that the land at Bob Creek close to the Oldman River is actually in the MD of Ranchlands. I will talk to them about access.

I will make that presentation to the MD about the delisting of Alberta Parks sites in the MD. See the attached letter and list that we sent to the Minister of Environment and Parks regarding the sites that are of concern for the paddlers in Alberta.

Of critical concern to the local club, the Pinch-o-Crow Creekers and the Alberta Whitewater Association is the Boulder Run facility below the Oldman Dam. This site was built in 1991 by the Alberta Government for paddlers to mitigate the loss of the paddling reaches that were flooded by the dam. We have maintained a strong relationship with this recreational facility over the years and we want to maintain that into the future. If this site is removed from Alberta Parks, the POCC and the AWA would like to have a significant role in the management of the facility.

Chuck Lee  
Executive Director  
Alberta Whitewater Association  
Box 162, Lundbreck, AB, T0K 1H0  
403-628-2336 [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca)  
[www.albertawhitewater.ca](http://www.albertawhitewater.ca)  
*Celebrating 5 decades of whitewater kayaking in Alberta*

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**From:** Jessica McClelland <[Communications@mdpincercreek.ab.ca](mailto:Communications@mdpincercreek.ab.ca)>  
**Sent:** May 5, 2020 3:21 PM  
**To:** [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca)  
**Subject:** Delegation at MD Council Meeting

Good Afternoon Chuck,

As we discussed on the phone, if you could please forward me an email with information as to what you want to discuss with Council I will ensure it will be a part of their Council package. Please have the information to me by no later than Thursday morning, also remember to include the legal description for the land access we discussed.

Thursday afternoon I will forward you the GoToMeeting link for the meeting on Tuesday, you will have 10 minutes to present to Council at which point they will have time to ask questions.

If you have any questions or concerns please feel free to reach out. Talk to you soon.

Jessica McClelland

Executive Assistant

Municipal District of Pincher Creek No. 9

1037 Herron Drive, PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

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

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# ALBERTA WHITEWATER ASSOCIATION

**Honourable Jason Nixon**

*Minister of Environment and Parks*

323 Legislature Building

10800 – 97 Avenue

Edmonton, AB

T5K 2B6

May 1, 2020

*Dear Honourable Jason Nixon,*

The Alberta Whitewater Association (AWA) is the Provincial Sport Governing Organization for whitewater canoe/kayak sport in Alberta. The AWA represents over 2,000 paddlers from 20 different clubs across Alberta. Since 1972, our Association has been organizing kayak education, certification of instructors and coaches, running trips, along with hosting competitions in Alberta's rivers and lakes. Paddling sports now rank in the top 15 recreational activities that Albertans participate in each year and the #2 sport/recreation activity that Albertans want to learn (Alberta Recreation Survey 2017).

The Government of Alberta recently announced a plan for Alberta Parks to withdraw Provincial Park status from 164 sites within the Provincial Park system. This includes 49 sites on lakes and 52 sites on navigable rivers/creeks in the Provincial Park system, as well as 2 off-river sites related to river use. Some of these are Provincial Recreation Areas currently managed by Facility Operators that are likely to stay open for camping or for day use. Other sites may or may not stay open or be available into the future for the public to use.

The AWA has consulted with our affiliate clubs across the province, our board and members regarding the impact of the slated closure. With this information, we collectively determined the priorities for Alberta's paddling community for the 103 Provincial Park water related sites. The review ranked the ability to access the adjoining lakes and rivers, the importance of the sites to the paddling community, and accessibility for all Albertans related to paddling sports. Of these 103 sites, there are 30 that are critically important to Alberta's paddling community.

For 48 years, we have used the Alberta Provincial Park system to access many lakes and rivers for our programs. Throughout our history, we have had a great partnership with the Alberta Government on the Kananaskis River whitewater modifications, the Canoe Meadows Campground, the WID weir conversion into the Harvie Passage whitewater park in Calgary, Boulder Run on the Oldman River and access points on many other rivers. Our investment of \$2 million and thousands of volunteer hours to enhance paddling sites in Alberta has generated \$500 Million for Alberta's economy during the last 5 decades. This investment will continue to provide benefits for years to come without ongoing operating costs.



# ALBERTA WHITEWATER ASSOCIATION

The AWA, our clubs and our members are concerned that paddlers continue to have access to rivers and lakes to launch and land our trips on the water. In some locations where there are bridge crossings or nearby public lands, this is not a critical issue. But where there are limited options for access it does become an important factor for the paddling community. Maintaining public access to the water's edge will also be important with all the private facility operators into the future.

The AWA believes in the value of Parks and our protected areas as well as the natural environment that surround the rivers and lakes that we paddle on. We want to maintain these important recreational facilities into the future and support any initiative that recognizes the value of Alberta's water resources. The AWA and our affiliate clubs are willing to step forward where necessary to maintain critical sites for the public and membership to use into the future and we have signed up for your Partnership plan.

The AWA has a special interest in a partnership opportunity at the Barrier Lake Visitor Information Centre. We see this facility as having a critical support function for paddling sports, as well numerous other activities within the rest of Kananaskis Country. If approved this would be a wonderful opportunity for the AWA, as the Facility Operator of the Lower Kananaskis<sup>1</sup>, to create Alberta's equivalent to the Canmore Nordic Centre for Whitewater Sport next to our flagship whitewater park and campground.

In closing, the AWA requests that the Provincial government takes into consideration the direct impact to Albertans with the closure of these sites, beyond paddling sports. We are confident that with further discussion with the AWA, similar organizations and the province a collective agreement could be made on the province's withdrawal from the sites that affect the paddling community. We look forward to continuing this dialogue into the future.

Sincerely,

**Alberta White Water Association (AWA)**

T: 403-628-2336

E: [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca)

Box 162, Lundbreck, Alberta T0K1H0

[www.albertawhitewater.ca](http://www.albertawhitewater.ca)

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<sup>1</sup> Facility Operator for the Canoe Meadows Campground (2014-present) and Widowmaker Day Use

Region	Name of Site	Location	Prov Park	Prov Rec Area	Natural Area	Access to	Lake or River	Camping	Prov Value	Regional Value	Local Value	Key Issues and Concerns	Campground Operator
									Scale of 10 down to 1				
Calgary	Ghost Reservoir PRA	w of Cochrane		X		Ghost Reservoir	Lake	X	4			Access to Ghost R arm, Prone to wind and power boats, popular touring kayak	Ghost Lake Recreation
E Central	Bigelow Reservoir PRA	w of Trochu		X		Bigelow Reservoir	Lake	No		2		Long lake	
E Central	Buffalo Lake PRA	Bashaw		X		Buffalo Lake	Lake	X		3		Good lake with interesting features and birding - powerboats	MCS Lakeview Ltd
E Central	Rochon Sands PP	Bashaw	X			Buffalo Lake	Lake	X		4		Good lake with interesting features - powerboats	Summer Village of Rochon Sands
E Central	The Narrows PRA	Bashaw		X		Buffalo Lake	Lake	No		4		Good lake with interesting features - powerboats	Summer Village of Rochon Sands
E Central	Coal Lake PRA	s of Leduc		X		Coal Lake	Lake	No		5		Long, protected lake, public access at both ends, good birding	
E Central	Gooseberry Lake PP	east of Coronation	X			Gooseberry Lake	Lake	X		4		Important birding area, no fishing lake in remote area	Partial Closure
E Central	Little Fish Lake PP	east of Drumheller	X			Little Fish Lake	Lake	X		2		Moderate size lake in remote area	Full Closure
K Country	Sibbald Lakes PRA	e of Canmore		X		Sibbald Lake	Lake	X		4		Small lake w campground an important K Country flatwater paddling site	
K Country	Sibbald Meadows Pond PRA	e of Canmore		X		Sibbald Pond	Lake	No		4		Small lake	
NE	Crow Lake PP	s of Ft Macmurray	X			Crow Lake	Lake	No		2		Moderate size winding lake with good variety, beautiful spot with good fishing	Full Closure
NE	Engstrom Lake PRA	s of Ft Macmurray		X		Engstrom Lake	Lake	X		3		Moderate size lake in remote area, good trout fishing, popular ice fishing	Partial Closure
NE	Kehiwin PRA	Bonnyville		X		Kehiwin Lake	Lake	X		2		Longer, north-south lake along highway, good fishing with easy access	Full Closure
NE	Muriel Lake PRA	Bonnyville		X		Muriel Lake	Lake	X		2		Larger lake more suitable for power boats and fishing	Previously Closed
NE	Mallaig PRA	e of Bonnyville		X		Vincent Lake	Lake	X		4		Moderate size lake with interesting coves	Mallaig Chambe of Commerce
NE	Wolf Lake PRA	Cold Lake		X		Wolf Lake	Lake	X		4		Moderate size lake with interesting coves and creek connections, primary access to Wolf Creek and upper Sand river paddle	
North	Chain Lakes PRA	n of Athabasca		X		Chain Lakes	Lake	X		2		Small lake and no features, not to be confused w Chain Lakes Prov Park, s of Longview	Partial Closure
North	Christina Lake PRA	n of Swan Hills		X		Christina Lake	Lake	X		2		aka Windy Lake, small lake in remote area	Town of Swan Hills
North	Edith Lake PRA	n of Swan Hills		X		Edith Lake	Lake	No		2		Small lake in remote area	Town of Swan Hills
North	Fawcett Lake PRA	e of Slave Lake		X		Fawcett Lake	Lake	X		4		Moderate size longer lake w east-west	
North	Lawrence Lake PRA	n of Athabasca		X		Lawrence Lake	Lake	No		3		Moderate size lake w bays	Partial Closure
NW	Iosegun Lake PRA	n of Fox Creek		X		Iosegun Lake	Lake	X		3		Moderate size lake w bays	Town of Fox Creek
NW	Paddle River Dam PRA	w of Sanguo		X		Paddle River Reservoir	Lake	No		3		Longer reservoir	
NW	Rainbow Lake PRA	Rainbow Lake		X		Rainbow Lake	Lake	X		2		Smaller lake in remote area, many other lakes in region, good fishing	Rainbow Lake Campground Association
NW	Smoke Lake PRA	Fox Creek		X		Smoke Lake	Lake	X		3		Moderate size lake close to town	For Site Environmental Services
NW	Williamson PP	w of Valleyview	X			Sturgeon Lake	Lake	X		3		Moderate size lake, sheltered area w beach, other bays	
NW	Twin Lakes PRA	n of Manning		X		Twin Lakes	Lake	No		2		Not to be confused w Twin Lakes PP, remote locaton, important highway campsite	Full Closure
NW	Heart River Dam PRA	e of McLellan		X		Heart River Reservoir	Lake	X		3		Long moderate size lake with good variety of features	
NW	Running Lake PRA	n of Peace River		X		Running Lake	Lake	X		2		Small lake w good trout fishing	Full Closure
NW	Stoney Lake PRA	n of Peace River		X		Stoney Lake	Lake	X		3		Small lake w interesting bays and beach, remote location	Full Closure
NW	Sulphur Lake PRA	n of Peace River		X		Sulphur Lake	Lake	X		2		Small lake w good trout fishing, electric motors only, remote location	Full Closure
South	Bullshhead Reservoir PRA	s of Medicine Hat		X		Bullshhead Reservoir	Lake	No		3		Small lake w interesting bays, close to City	
South	Island Lake PRA	Crownsnest Pass		X		Island Lake	Lake	X		3		Access to Island Lake, wind issues	
South	Jensen Reservoir PRA	s of Lethbridge		X		Jensen Reservoir	Lake	No		2		Moderate size reservoir w north-south, some wind protection	
South	Kinbrook Island PP	Brooks	X			Lake Newell	Lake	X		6		Large lake w many bays and islands, good birding location	
South	Little Bow Reservoir PRA	e of Vulcan		X		Little Bow Reservoir	Lake	X		3		Large lake w many bays and islands	MIM Management Group
South	Michelle Reservoir PRA	s of Medicine Hat		X		Michelle Reservoir	Lake	No		2		Small lake in remote area	
South	Park Lake PP	N of Lethbridge	X			Park Lake	Lake	X		6		Medium size lake w beach and good paddling site, used a lot by Lethbridge	
South	Chin Coulee PRA	s of Taber		X		Stafford Lake	Lake	Group		2		Long lake w few interesting features	Kinsmen Club of Taber
South	Travers Reservoir PRA	e of Vulcan		X		Travers Reservoir	Lake	X		2		Medium size reservoir at windward end of NW-SE aspect.	MIM Management Group
South	Waterton Reservoir PRA	n of Waterton		X		Waterton Reservoir	Lake	X		3		Medium size lake w beach and docks, popular for water skiing	
W Central	Brazeau Reservoir PRA	n of Rocky Mtn House		X		Brazeau Reservoir	Lake	No		5		Good access to Brazeau Reservoir, important landing site for trip on Brazeau R	Panda Investments
W Central	Cow Lake NA	s of Rocky Mtn House			X	Cow Lake	Lake	No		3		Large lake w few features	
W Central	Fairfax Lake PRA	n of Nordegg		X		Fairfax Lake	Lake	X		3		Small lake w good fishing	Fox Creek Development Association
W Central	Jackfish Lake PRA	w of Rocky Mtn House		X		Jackfish Lake	Lake	X		3		Small lake w good fishing	Westward Bound Campgrounds Ltd.
W Central	Mitchell Lake PRA	s of Rocky Mtn House		X		Mitchell Lake	Lake	X		2		Small lake w good fishing	
W Central	Wildhorse PRA	w of Hinton		X		Wildhorse Lake	Lake	No		5		Small lakes w good fishing and nice features	Fox Creek Development Associ: Previously Closed
Calgary	Wildcat Island PRA	w of Cochrane		X		Bow River	River	No	8			Good stopping spot on the Ghost Run on the Bow, popular campsite for paddlers	
Calgary	Highwood River Natural Area	s of Calgary			X	Bow River	River	No	5			Access to Highwood & Bow River confluence. Other access sites available upstream and downstream	
E Central	Bleriot Ferry PRA	w of Drumheller		X		Red Deer River	River	X	9			Important access point to the badlands on the middle Red Deer River for paddlers	Full Closure
E Central	Dry Island Buffalo Jump & Toln	nw of Drumheller	X	X		Red Deer River	River	X	9			Important access point to the badlands on the middle Red Deer River for paddlers	Partial Closure
K Country	Cataract Creek PRA	s of Highwood Junction		X		Cataract Creek	River	X	9			Important access to Cataract Creek - short season	K Country Campgrounds
K Country	Etherington Creek PRA	s of Highwood Junction		X		Etherington Creek	River	X	7			Important Access to Etherington Creek - short season, can use other road acces	K Country Campgrounds
K Country	Sentinel PRA	w of Longview		X		Highwood R & Catarac	River	No	6			Important egress for Cataract Creek run - Can use other highway spots	
K Country	Eyrie Gap PRA	w of Longview		X		Highwood River	River	No	5			Upper Section not paddled often - braided Class II	K Country Campgrounds
K Country	Fir Creek PRA	w of Longview		X		Highwood River	River	No	4			Upper Section not paddled often - braided Class II	Previously Closed
K Country	Fitzsimmons Creek PRA	w of Longview		X		Highwood River	River	No	4			Upper Section not paddled often - braided Class II	Previously Closed
K Country	Greenford PRA	w of Longview		X		Highwood River	River	X	8			Important access surrounded by private land for Highwood R runs	K Country Campgrounds
K Country	Highwood Compound PRA	w of Longview		X		Highwood River	River	No	6			Upper Section not paddled often - braided Class II	Previously Closed
K Country	Highwood Junction PRA	w of Longview		X		Highwood River	River	No	6			Important egress for Etherington Creek run - Can use other highway spots	
K Country	Highwood PRA	w of Longview		X		Highwood River	River	No	8			Important access for Highwood R run down to Eden Valley bridge	
K Country	Lineham PRA	w of Longview		X		Highwood River	River	No	3			Upper Section not paddled often - braided Class II	
K Country	Strawberry PRA	w of Longview		X		Highwood River	River	X				Upper Section not paddled often - braided Class II	
North	Freeman River PRA	s of Swan Hills		X		Freeman River	River	X	5			Access off highway to nice Class I river trip	Town of Swan Hills
NW	Kakwa River PRA	s of Grande Prairie		X		Kakwa River	River	X	5			Highway access to river, can use adjacent river access	Municipal District of Greenview
NW	Little Smoky River PRA	nw of Fox Creek		X		Little Smoky River	River	X	4			Camping area close to river, highway access available at bridge	Closed
NW	Notikewin PP	n of Peace River	X			Peace R & Notikewin F	River	X	7			Access to Peace and Notikewin Rivers confluence	Previously Closed

NW	Smoky River South PRA	Grande Cache		X	Smoky River	River	X	6	Good river access at bridge for ending Muskeg R trips or starting Smoky River trips	
NW	Simonette River PRA	s of Debolt		X	Simonetter River	River	X	6	Easy river access, Simonette R bridge crossing has long steep slope	For Site Environmental Services
NW	Green Valley PP	Peace River	X		small creek	River	No	4	Seasonal creek runs into Peace River	Full Closure
NW	Sheep Creek PRA	n of Grande Cache		X	Smoky River	River	X	7	Access to Smoky R and Sheep Ck confluence. Bridge crossing access for Sheep Ck	Partial Closure
NW	O'Brien PP	Grande Prairie	X		Wapiti River	River	No	5	Access to Wapiti River close to Grande Prairie, other river access available	
South	Livingstone Falls PRA	n of Crowsnest Pass		X	Livingstone River	River	X	4	Good access to falls, very short ww run w long flat Class I run, road runs closeby	
South	Maycroft PRA	n of Crowsnest Pass		X	Oldman River	River	X	8	Very important site w good access for Class II run above and Class III below	
South	Oldman Dam PRA	n of Pincher Creek		X	Oldman River	River	X	9	Boulder Run 24/7/52 ww paddling site w slalom course and surfing waves	
South	Oldman River North PRA	n of Crowsnest Pass		X	Oldman River	River	X	6	Easy access to upper Oldman R, other access points nearby	
South	Oldman River PRA	Fort Macleod		X	Oldman River	River	X	5	Access at Hwy 2 & 3 for lower Oldman R near town, other access points in town	
Calgary	Wildcat Island PRA	w of Cochrane		X	Bow River	River	No	8	Good stopping spot on the Ghost Run on the Bow, popular campsite for paddlers	
South	Lundbreck Falls PRA	w of Crowsnest Pass		X	Crowsnest River	River	X	9	Very important site w good access for Class II run and waterfall	
W Central	Big Berland PRA	n of Hinton		X	Berland River	River	X	5	Good access to Berland R at Hwy 40 bridge.	
W Central	Brazeau River PRA	n of Nordegg		X	Brazeau River	River	X	8	Important access to upper and lower Brazeau R trips	West Fraser Mills
W Central	Elk Creek PRA	w of Caroline		X	Clearwater River	River	X	6	Upper Clearwater R mid access point	
W Central	Seven Mile PRA	w of Caroline		X	Clearwater River	River	X	5	Access to upper Clearwater, not a popular river run	Friends of the Eastern Slopes Association
W Central	Elk River PRA	n of Nordegg		X	Elk River	River	X	4	Access to Elk River, not a popular river run.	West Fraser Mills
W Central	Pembina Forks PRA	n of Nordegg		X	Pembina River	River	X	4	Good access to upper Pembina R close to bridge. Not very popular run	Fox Creek Development Association
W Central	Fallen Timber North PRA	w of Bergen		X	Fallen Timber Creek	River	X	4	Access to Fallen Timber North, not a popular river run.	Red Rock Sawmills
W Central	Red Lodge PP	w of Bowden	X		Little Red Deer River	River	X	4	Good access to Little Red Deer R near Bowden. At bridge - not critical	
W Central	McLeod River PRA	w of Edson		X	McLeod River	River	X	6	Important access to McLeod R	Fox Creek Development Association
W Central	Watson Creek PRA	s of Hinton		X	McLeod River	River	X	5	Important access to McLeod R	Fox Creek Development Association
W Central	Weald PRA	s of Edson		X	McLeod River	River	Group	5	Important access to McLeod R	Shoreline Campground Operation
W Central	North Ram River PRA	s of Nordegg		X	North Ram River	River	X	5	Access to N Ram R close to FTR bridge. Not popular river run	Previously Closed
W Central	Aylmer PRA	s of Nordegg		X	North Saskatchewan R	River	Group	5	Good access to N Sask R on south side. Good access also on north side of bridge	Westward Bound Campgrounds Ltd.
W Central	Horburg PRA	w of Rocky Mtn House		X	North Saskatchewan R	River	X	9	Important access to N Sask R, very popular river run	Westward Bound Campgrounds Ltd.
W Central	Saunders PRA	w of Rocky Mtn House		X	North Saskatchewan R	River	X	9	Important access to N Sask R, very popular river run	Westward Bound Campgrounds Ltd.
W Central	Cartier Creek PRA	w of Sundre		X	Red Deer River	River	X	9	Important access to end of Upper Red Deer R run, popular campsite for paddler	Red Rock Sawmills
W Central	Red Deer River PRA	w of Sundre		X	Red Deer River	River	X	7	Good access to upper Red Deer R. Close to bridge with other access points	Red Rock Sawmills
W Central	Wildhay PRA	n of Hinton		X	Wildhay River	River	Group	6	Important access to Wildhay R, popular paddler campsite	Foothills Recreation Management
South	Racehorse Creek PRA	n of Crowsnest Pass		X	Racehorse Creek	Creek	X	3	Sweeper choked creek w short season	
South	Dutch Creek PRA	n of Crowsnest Pass		X	Dutch Ck & Oldman Ri	Creek	X	4	Access to Dutch Ck not paddled often, other access to Oldman River closeby	
Kananaskis	Bow Valley Prov Park - Barrier Lake Visitor Information Centre	s of Seebe		Information Centre	Lower Kananaskis River	No Water	No	9	Critical Support Facility for Lower Kananaskis River, Canoe Meadows Campground and Widowmaker DayUse site. Opportunity for AWA as the Facility Operator for L. Kananaskis to consolidate operations within facility	Partial Closure
W Central	Deer Creek PRA	w of Sundre		X	no water	No Water	No	5	Not on river. Used by paddling groups but close to road w few amenities	Red Rock Sawmills

To our valued community,

We would like to take this opportunity to provide clarification on what is happening to healthcare in Pincher Creek on behalf of the physician group and your town and MD councillors.

Our situation is precarious. On April 24th, the government walked back some of its changes to physician funding that made comprehensive practices like ours financially unsustainable. This was a stop-gap measure meant to pacify rural MLAs that were receiving significant pressure from strong community voices like ours. As you know from our town hall, physicians warned government that these changes were harmful six months ago, and suggested alternative ways to achieve the same savings. This crisis was avoidable if government had listened initially. Instead they chose to push their changes through during a pandemic and have only now reconsidered due to public outcry.

Health care is not a field where a “trial and error” approach should be acceptable. Right now, Albertan physicians are without a contract and at the whim of a minister who has shown no willingness to listen to experts in the field. Physicians are portable, and there is no reason to expect them to want to stay in an environment that provides zero security. We have already lost one of two recruits who planned to join us this summer, and are in danger of losing the other if we do not achieve an agreement. Medical students and residents across the province have voiced their lack of desire to stay here given the uncertainty in Alberta.

We tell you this because we want you to understand why our decision to withdraw hospital services July 31st has not changed. The reversal of some of government’s harmful impositions on April 24th means nothing when the field can change again next week. Until there is a stable agreement for all physicians we will continue our plan to focus on caring for you in our clinic. Staffing the hospital is a responsibility of Alberta Health Services, but we have historically done so because we want to be there for our own patients as much as possible.

That said, Alberta Health (government) has promised both that no rural hospitals will close and that replacement physicians are available to cover services in communities like ours. We hope that you hold them accountable for these promises as we will be. We intend to work with AHS and any covering physicians to ensure your care continues to be as seamless as possible despite our absence from the hospital side. We will be continuing to care for you in our clinic and you can expect increased access to your own physician after hours once we transition. More details on this process will follow once the current COVID-19 crisis has passed.

Please know that your Town and MD council have also been advocating strongly for your health care through their respective channels. We are in this together as a community and appreciate your continued engagement in the form of feedback to Minister Shandro and our MLA Roger Reid.

In your service,

**MINUTES**  
**COUNCIL COMMITTEE MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**Tuesday, April 28, 2020 9:00 am**  
**Via Virtual Meeting**

**Present:** Reeve Brian Hammond, Deputy Reeve Rick Lemire, Councillors Quentin Stevick, Bev Everts, and Terry Yagos.

**Staff:** CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland.

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

1. Approval of Agenda

Councillor Terry Yagos

Moved that the agenda for April 28, 2020 be amended to include:

- Closed Session c) Meeting Attendance for Council – FOIP Section 17

AND THAT the agenda be approved as amended.

Carried

2. MD of Pincher Creek Annual Audit

Darren Adamson, CPA, CA with Avail attended the meeting at this time to discuss the draft consolidated financial statements and the annual audit.

3. Closed Session:

Councillor Rick Lemire

Moved that Council move into closed session to discuss the following, the time being 10:01 am:

- a) Changes to Medical Services Provided by Pincher Creek Physicians – FOIP Section 16
- b) Alberta Transportation – Alberta Municipal Water/Wastewater Partnership – FOIP Section 17
- c) Meeting Attendance for Council – FOIP Section 17

Carried

Councillor Terry Yagos

Moved that Council open the Committee Meeting to the public, the time being 10:31 am.

Carried

4. Detachment Commander for Pincher Creek RCMP

Sergeant Ryan Hodge attended the meeting at this time to introduce himself to Council and discussed priorities with the MD for the upcoming year.

5. National Day of Mourning

Safety Specialist Brian Millis attended the meeting at this time to observe a moment of silence and reflection for the National Day of Mourning.

6. Update for Council on COVID-19

DEM Brett Wuth attended the meeting at this time to discuss with Council an update on the COVID-19 situation.

7. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 12:06 pm.

Carried

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
REGULAR COUNCIL MEETING  
APRIL 28, 2020**

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, April 28, 2020, at 1:00 pm, via Virtual Meeting.

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

**STAFF** CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, Director of Operations Aaron Benson and Executive Assistant Jessica McClelland.

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

**A. ADOPTION OF AGENDA**

Councillor Rick Lemire 20/155

Moved that the Council Agenda for April 28, 2020 be amended to include:

For Information:

- FCSS Letter
- Chamber Support for Doctors Letter

New Business:

- Fire Guardians for the MD of Pincher Creek
- Letter for Rural Health Care – Minister Shandro
- Resolution Regarding Attendance at Committees of Council and Council Meetings
- Pincher Creek Foundation Letter to Dr. Hinshaw

And that the agenda be approved as amended.

Carried

**B. DELEGATIONS**

Business Continuity Plan – Pincher Creek and District Chamber of Commerce

Natalie Gibson, Marie Everts and Sam Scholfield attended the meeting at this time to discuss the Pincher Creek and District Chamber of Commerce Business Recovery Support Program. The Town of Pincher Creek, Chamber and SASCI are partnering to develop and manage the program. Currently they are looking at support resources from the MD and potential other organizations to see the plan move forward. They also agreed to provide further information on how a contribution from the MD may be used in this process.

**C. MINUTES**

1. Council Committee Meeting

Councillor Quentin Stevick 20/156

Moved that the Minutes for Council Committee Meeting on April 14, 2020 be approved as presented.

Carried

2. Council Meeting Minutes

Councillor Bev Everts 20/157

Moved that the Minutes for the Council Meeting on April 14, 2020 be amended to include:

- Resolution 20/152 change “Councillor Brian Hammond” to “Reeve Brian Hammond”

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
 April 28, 2020

- Resolution 20/153 change “Purposed” to “Proposed”
- Resolution 20/153 change “Councillor Brian Hammond” to “Reeve Brian Hammond”

AND THAT the minutes be approved as amended.

Carried

D. BUSINESS ARISING FROM THE MINUTES

- a. Waterton Springs Campgroup Update – ID4 and Nature Conservancy of Canada are currently looking into options for the land and how ID4 may proceed. There is no further action required by our MD at this time but we have been assured that ID4 will contact us once a plan of action for the campground is determined.
- b. Castle Parks/Livingstone Porcupine Recreation Advisory Group – with changes in administration at the MD of Ranchland, this project is in a holding pattern.
- c. PCCELC – MD Administration is working with our lawyers to draft an agreement with the CAO and Director of Finance for the Town and will present the same to Council at our next meeting for consideration.

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - a) Pincher Creek Regional Library
  - b) PCEMS
  - c) Agricultural Service Board
2. Councillor Rick Lemire – Division 2
  - a) Pincher Creek Foundation
3. Councillor Bev Everts– Division 3
  - a) Alberta Southwest Meeting Attendance - Councillor Rick Lemire will attend the next virtual meeting
  - b) FCSS
  - c) Food Bank Update
  - d) Agricultural Services Board
4. Reeve Brian Hammond - Division 4
  - a) PCCELC
  - b) Telephone Town Hall
  - c) RMA Resolution Call
  - d) PCEMS
  - e) Regional District of East Kootenai Meeting
5. Councillor Terry Yagos – Division 5

Councillor Bev Everts 20/158

Moved to accept the Committee Reports and information.

Carried

Eric Blanchard called into the meeting at this time to discuss the Public Works Call Log, and left the meeting at 2:42 pm.

G. ADMINISTRATION REPORTS

1. Operations

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek No. 9  
April 28, 2020

a) Operations Report

Councillor Quentin Stevick 20/159

Moved that Council receive for information the following Operations documents.

- Capital Budget Summary, dated April 23, 2020
- Public Works Call Log, dated April 23, 2020

Carried

2. Development and Community Services

a) AES Report for April 2020

Councillor Quentin Stevick 20/160

Moved that Council accept the AES Report for April 2020 as information.

Carried

3. Finance

a) 2019 Financial Statements

Councillor Terry Yagos 20/161

Move that Council approve the 2019 Annual Financial Statements as presented.

Carried

b) Funding for Recreation Study with Town of Pincher Creek

Councillor Rick Lemire 20/162

Moved that the MD fund 50% of the cost of the recreation study with the Town of Pincher Creek provided that MD has the following people reviewing and providing input on the request for proposals received by the Town:

- MD Director of Development and Community Services
- Town Recreation Manager
- MD Representative on the Recreation Committee
- Town Representative on the Recreation Committee

Councillor Quentin Stevick requested a recorded vote:

In Favor:

Opposed:

Councillor Bev Everts  
Councillor Rick Lemire

Reeve Brian Hammond  
Councillor Quentin Stevick  
Councillor Terry Yagos

Motion Defeated

Reeve Brian Hammond stepped away from being the chair, Deputy Reeve Rick Lemire assumed the chair, the time being 4:02 pm

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Reeve Brian Hammond 20/163

Moved that prior to a discussion of funding for the recreation study with the Town of Pincher Creek, the MD has the following people reviewing and providing input on the request for proposals received by the Town:

- MD Director of Development and Community Services
- Town Recreation Manager
- MD Representative on the Recreation Committee
- Town Representative on the Recreation Committee

Councillor Quentin Stevick requested a recorded vote:

In Favor:

Opposed:

Councillor Bev Everts  
 Reeve Brian Hammond  
 Councillor Rick Lemire

Councillor Quentin Stevick  
 Councillor Terry Yagos

Carried

Reeve Brian Hammond resumed the chair, the time being 4:05 pm.

4. Municipal

a) Chief Administrative Officer Report

Councillor Bev Everts 20/164

Moved that Council receive for information, the Chief Administrative Officer's report dated April 23, 2020.

Carried

H. CORRESPONDENCE

1. For Action

2. For Information

Councillor Terry Yagos 20/165

Moved to receive the following as information:

- a) Childcare Opening in Pincher Creek
- b) ORRSC Executive Minutes February 13, 2020
- c) Government of Alberta Announces COVID-19 Matching Donation Program
- d) ORRSC Ministerial Order 036/20
- e) FCSS Letter
- f) Chamber Support for Doctors Letter

Carried

I. CLOSED SESSION

J. NEW BUSINESS

Minutes  
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a) Fire Guardians for the MD of Pincher Creek

Councillor Quentin Stevick 20/166

Moved that Council appoint the following persons as fire guardians for the MD of Pincher Creek, for the period of March 1, 2020 to April 1, 2021:

- Lori Schill
- Tammy Jack
- Nichole Boissoneault
- Kate Feist
- David Cox
- Pat Neumann
- Lynn Brasnett
- Anne Molnar
- Dawn Heerschap
- Steve Oczkowski
- Tom Judd
- Jennifer Fisher-Sundberg
- Sariah Brasnett

Carried

b) Letter for Rural Health Care – Minister of Health in Alberta Tyler Shandro

Councillor Terry Yagos 20/167

Moved that a letter be send to the Minister of Health in Alberta, Tyler Shandro, with a copy to MLA Roger Reid, informing them that the MD of Pincher Creek Council are:

- Encouraging Alberta Medical Association and Minister of Health to come back to the table for negotiations,
- Stating the importance of the rural health model,
- Expressing the value we see for the community as a whole by having such superb health care for our residents,
- Above all, we need to protect the sustainability of the rural health care model.

Carried

c) Resolution Regarding Attendance at Committees of Council and Council Meetings

Councillor Bev Everts 20/168

Moved that, in the interest of following AHS recommendations during the COVID-19 pandemic, until further notice all attendance for meetings (Council, Board or Commission) be in virtual attendance.

Carried

d) Pincher Creek Foundation Letter to Dr. Hinshaw

Councillor Rick Lemire 20/169

Moved that a letter be sent to Dr. Hinshaw, with copies to MLA Roger Reid and the Minister of Health in Alberta Tyler Shandro, stating that the MD of Pincher Creek Council:

- Goes on record in support of our care workers in Seniors Supportive Living sites being implemented to work at a single site to reduce the risk of spread of COVID-19,
- Support and echo the concern that the Pincher Creek Foundation has taken towards the postponement of Health Order 10-2020,

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- Applaud the Pincher Creek Foundation for taking the steps to support the community and safety of our vulnerable citizens.

Carried

I. ADJOURNMENT

Councillor Terry Yagos

20/170

Moved that Council adjourn the meeting, the time being 4:32 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

# PINCHER CREEK

& DISTRICT

## CHAMBER of COMMERCE

May 6, 2020

MD of Pincher Creek Reeve and Council,

Thank you for taking the time to hear our presentation on the new Pincher Creek Business Recovery Support Program at the April 28, council meeting. We realize that we went over our allotted time and sincerely appreciate that you were able to accommodate our presentation.

We have continued to work on the business recovery program with the support of the Town of Pincher Creek and Natalie from InnoVisions & Associates. We have invited potential volunteer ambassadors to share feedback and are moving ahead with plans to provide business support to our community. Our first webinar, preparing to reopen, was held May 5 with 41 attendees and 27 people watching the recording after the event for a total of 68 partaking so far.

The last two weeks of March, the Chamber with support from the Town of Pincher Creek called over 400 businesses to touch base with them directly on how COVID19 is affecting them and ask them to complete a survey. We have solid, statistical, valid data that we have used to create supports that are relevant to our local business community. The results of the survey can be viewed here:

<https://www.surveymonkey.com/stories/SM-N8KRXXX9/>

We have provided a draft outline of the program with budget for your perusal.

We would like to ask the MD of Pincher Creek to support the recovery initiative through a monetary contribution of \$30 000 to \$50 000. We would also welcome the support of your administrative team as they may be available.

We would be pleased to answer any questions and are available to provide additional information at your request.

Thank you for your continued support of local, rural business – we know Council and your administrative team is working hard to support our community.

Thank you,



Sam Schofield  
President  
Pincher Creek & District Chamber of Commerce

## Pincher Creek Business Recovery Support Program

The Town of Pincher Creek and the Pincher Creek & District Chamber of Commerce are partnering to launch a Business Recovery Support Program (BRSP). Business and community leaders recognize that small business is the backbone of our economy and these businesses need assistance now.

### What is the problem?

Due to COVID-19 businesses are not able to operate, or are operating at partial capacity due to the economic downturn. They are experiencing key challenges in the very basic tenets of economics-supply and demand.

The loss of market access and the loss of distribution means that they are experiencing key challenges in the very basic tenets of economics-supply and demand.

On the Supply side there has been:

- Loss of services and/or products to offer to potential buyers as some suppliers close their operations;
- Loss of supply or interruptions in supply;
- Disruption in access to labour; and
- Physical distribution challenges.

On the demand side there has been:

- Loss of revenue from fewer contacts with buyers;
- Increasing need for new business models and new technologies to adapt to changes in consumer behaviour (how they buy, what they buy, where they buy, etc.) which can in turn increase overall operating costs; and
- Extremely negative financial consequences of having a limited ability to pay suppliers and meet fixed cost obligations given the loss of revenue.

### What is the partnership's solution?

The goal of the **Pincher Creek Business Recovery Support Program** is to keep as many local businesses in operation and provide a **unified approach** to **support** local businesses in business recovery over the next one to two years.

## What will the BRSP partnership do?

The partnership will provide businesses with support and resources through cost-effective and useful programs to manage and recover from the COVID-19 crisis.

### Short-term Projects: 2020 - 2021

- 1) Provide a **Business Needs Voucher Program** - to get help into the right hands quickly.
- 2) Launch a **#LoveLocalPC Campaign** - to connect buyers and suppliers in the region.
- 3) **Ask an Expert – Business Advisory Support Voucher Program** - to help the businesses work effectively and efficiently in new and perhaps unfamiliar ways.

**The short-term projects will be part of a long-term process to help the local economy thrive and grow. The process will be active from 2020-22.**

### Long-term Process: 2020 - 2022

- 4) **Bridging to a Resilient Ecosystem – a Community Investment Marketplace** for local investors to support businesses and organizations launch and grow.

## Proposed Partners:

- 1) Town of Pincher Creek
- 2) The Pincher Creek and District Chamber of Commerce

### *Support organizations (TBC)*

- 3) The MD of Pincher Creek
- 4) Community Futures
- 5) AlbertaSW

## Timelines:

This will be a three-phase process. The first phase of the BRSP began mid-April and the next two will extend over the following 24-months. Pending financial resources, phase three could extend into a longer period of time.

## Phase 1: Business Needs and Voucher Support Program

- 1) **Business Inquiry Hotline.** Set up a business response hotline for businesses to call with questions about government programs, support resources, etc.;
- 2) **Business referral to resources.**
  - a. Business 'needs assessment'. Businesses complete a form to apply for the voucher on what their immediate and anticipated needs are;
  - b. Interim match making, referrals move the business to appropriate support for follow-up;
  - c. Business Reopening Decision Tree, review and development of a plan.
- 3) **Weekly webinars** – topics range from Assessing Government Support Programs to Online Marketing to Maneuvering the Tax Labyrinth during COVID, etc.;

- 4) **Online resources page.** COVID-19 Resources updated via the Chamber of Commerce website; and
- 5) **#LoveLocalPC** – social media program to promote local businesses and increase regional businesses access to supplier and market opportunities.

### **Business Needs and Voucher Support Program Details**

Businesses would complete a Business Needs and Support Voucher application form to identify their current and anticipated business needs. Doing so will ensure the business is matched to the right resources.

### **Program Services:**

- 1) **Business Needs and Voucher Support (Phase One) Program** services would provide:
  - Support in filling out the Business Needs and Support Voucher form;
  - Ensuring the business is registered for all existing support programs from the provincial and federal government;
  - Expert advisors and/or one-on-one guidance on business challenges;
  - Expert advisors to support the businesses in reviewing and planning for re-opening if relevant. If re-opening, developing a **Business Re-opening** plan and the preliminary draft of a **Business Continuity** plan. Up to a maximum of 10 hours and/or up to a \$500 value;
  - Referring the business to a resource. E.g., matchmaking of provincial and federal funding, financial, legal or insurance advisors that appear to best fit the business's current needs;
  - Up to two sessions with a mental health professional is available; and
  - Services to be completed within two weeks of notification of approval for the voucher. Approvals to be done quickly, confidentially and respectfully.
- 2) **#LoveLocalPC - Think & Shop Local program.**
  - Development of a Think Local – Social Media Campaign
    - Purchase local focus– hashtag #LoveLocalPC
    - Win up to \$200 per week by supporting local businesses. Names are entered into a one-time grand prize draw of \$1,000 in October. May to Oct. 25, 2020.
    - Patrons make a public post (Facebook, Twitter, Instagram) on how they supported a local business. Tag the business, share, refer, etc. Write a review, post a purchase photo, patronize a business using a delivery service.
    - All rewards will be in the form of a Chamber Cheques (redeemable at any member(s) business.) Check out a list of our members here, you have over 168 businesses to choose from <https://www.pincherchamber.ca/directory>
    - Connect businesses in the region with other businesses with whom they can market jointly or share services.

### **Businesses Eligibility for the Business Needs & Voucher Support Program**

Business must:

- Be located within the Town of Pincher Creek or MD of Pincher Creek, or within the towns and villages within the MD's borders;
- Have a valid business license or Pincher Creek & District Chamber of Commerce membership (note the Chamber will cover the cost of all memberships in 2020 and 2021);
- Have been in operation for a minimum of six months; and
- Be a full-time business (self-employed), registered business and/or if a home-based business or owner operator must have operated the business full-time as a primary source of income.

Funding vouchers are up to \$500 in value based on an hourly or daily rate and are paid directly to the advisor or allocated to a volunteer pool.

### **Eligibility for contestants - #LoveLocalPC Program**

- To enter the contest, participants must make a purchase (of any amount);
- Tag the business, post on social media, add a photo, write a business or product review, make recommendations, like the business FB page and hashtag them, or on social media refer them to a friend, etc.;
- Provide a screen shot of the post and submit it to the Chamber of Commerce;
- Those who enter can 'win' up to \$200 per week using Chamber of Commerce cheques for local goods and/or services; and
- All entries are entered into the grand prize draw for \$1,000 of Chamber of Commerce cheques on Oct. 23, 2020 during small business week.

## **Phase 2: 'Ask an Expert' – Business Advice Support Voucher Program**

This phase provides guidance and coaching to businesses that require major changes to remain viable; are shifting their business delivery model; or require other significant changes or interventions to remain open during the pandemic.

### **Ask an Expert – Business Advisory Services Program Details**

- 1) **'Ask an Expert'** business advisors services. E.g., one-on-one coaching, guidance, business services;
- 2) **Training to pivot in the shifting economy.** Referral to online webinars, training and learning systems to support operating a business in a 'new normal'; and
- 3) Refining the draft **Business Continuity Program** developed in Phase 1. Develop a scenario 1 and 2 for expanding the customer base of the business, develop new market access and/or more local supply chain and distribution options.

Some of these services may be offered by advisors on a voluntary basis and some will need to be paid for in order to get the best help for the business.

**'Ask an Expert' Services:**

**1) Business Needs and Voucher Support**

- Matchmaking with a business coach and/or expert advisor to help the business;
- One-on-one coaching from one or more business advisors based on emerging need;
- Resourcing and registering for online training programs;
- If applicable, development of an employee retention and expansion plan;
- Finalization of a Business Continuity Plan or Strategy with focus on resiliency in the new economy; and
- Services to be completed within three months of Phase One.

**Business Coaches and/or Experts Preliminary Details:**

**'Experts' Eligibility**

- Professional and industry experts can sign up as volunteer or paid service providers from the region via the Business Advisor Registration Portal.
- Preference is given to local experts unless said services are not available.
- Professionals must:
  - Be a member in good standing within their said profession or show relevant experience;
  - Must carry the certifications, licensing and insurance appropriate to their field of expertise; and
  - Must be able to research, resource or refer businesses to sources that can support resiliency in a new economy.

**Funding vouchers are up to \$1,000 in professional coaching, or expert advisors fee for service which are paid directly to the advisor.**

***Eligibility – Ask an Expert Voucher Program = Value up to \$1,000***

***Businesses must:***

- Have completed Phase One;
- Be located within be located within the Town of Pincher Creek or MD of Pincher Creek, or within the towns and villages within the MD's borders;
- Have a valid business license or Pincher Creek & District Chamber of Commerce membership (note the Chamber will cover the cost of all memberships in 2020 and 2021);
- Have been in operation for a minimum of six months;
- Be a full-time business (self-employed), registered business and/or if a home-based business or owner operator must have operated business full-time as a primary source of income; and
- Demonstrate efforts to evolve business within the context of COVID-19.

### Phase 3: Bridging to a Resilient Ecosystem – Made in Pincher Creek (2020 - 2021)

Community leaders and stakeholders often speak of diversification of an economy, of building a more resilient, self-reliant community that could withstand economic shocks. This phase is a long-term vision to invest more in local business and local organizations to achieve these goals.

Potential of 50 businesses @ \$1,000 micro-business grants and loans. Potential investment pool with additional, interest earning reinvestment options.

#### Bridging to a Resilient Ecosystem Program Overview

- 1) **Pincher Creek Investment Market Place.** Local investors can invest or donate funds to local businesses, organizations, charities and entrepreneurs through pooled capital;
- 2) **Market access and supply-chain** development. Develop opportunities for businesses to access more and/or new markets at a domestic, regional and national level with the aim of attracting more businesses to the region;
- 3) **Leadership capacity building;** and
- 4) **Develop an entrepreneurial ecosystem.** Create and implement strategic programs to build capacity amongst community and business leaders.

#### Bridging to a Resilient Ecosystem Programs

- 1) **Pincher Creek Investment Market Place.** Research options for creating an investment hub for funding new business and community development projects to build a more resilient community;
- 2) **Market access and supply-chain** development. An expansion of matchmaking services, opportunities and events pulled from identified needs in Phase 1 and 2. Develop opportunities for business to access more and/or new markets at a domestic, regional and national level;
- 3) **Leadership capacity building.** Build a more resilient and self-reliant community through strategic project partnerships through training, academic connections, customized workforce development programs; and
- 4) **Develop an entrepreneurial ecosystem.** Grow more 'entrepreneurs', starting with school age kids right up to those looking for new business ventures. Create and implement strategic programs to build capacity amongst community and business leaders.

A funding 'pool' is to be set up which can collect donations; act as a launch grant, or as a foundation model to support local projects and business starts through to development. A formal structure of this phase will be discussed and agreed upon through a community planning session open to the public.

## **Business Recovery and Support Program -Management and Reporting**

Managed by the Chamber of Commerce – with a designated Project Manager position and Chamber of Commerce administration support.

All applications will be reviewed on a first-come, first-served basis, by Thursday, 5pm of each week.

- a. All applications will be reviewed by a volunteer panel of Business Recovery Ambassadors (Ambassadors), appointed for a term of one-year, they can have no affiliation to the business applying, and will keep all applications in confidence.
- b. All businesses in the program will be followed up with each week by the BRSP administration to ensure support services are in place and the activities are being undertaken as planned to ensure businesses are receiving the support required in a timely manner. This will also ensure that funding that is not being utilized can be reallocated for others.
- c. Businesses that complete Phase One and do not move to Phase Two will be considered complete and will be scheduled for a follow up with the BRSP within one month and for as long as six months.

NOTE: This program is about creating resiliency in the existing businesses of the region. It is an attempt to avoid a prolonged recovery period and position businesses to survive the COVID-19 Pandemic so people can get back to work as quickly as possible once the pandemic is over. The 'Ask an Expert' and 'Business Voucher Program' is intended to provide access to critical advisors and business service professionals to provide businesses with advice and clear information on programs and services to help them remain resilient through this pandemic.

**THIS PROGRAM IS NOT INTENDED TO BE A FINANCIAL BAILOUT OF BUSINESSES.**

## Proposed Budget

To accomplish	To support	Estimated Budget
Creation of the Business Recovery Centre	Town and CofC partnership	Donated space
Business Recovery Hotline – local	Referral to resource: Lethbridge, Business Link, CFIB, etc.	Phone lines donated by Chamber
Designated Business Recovery Project Manager & Admin. Oversees and implements the entire project	CARES, CofC membership and Admin. person. Assist : 200 to 300 businesses	\$100,000 for two staff for each of two years
Phase 1: Business Needs Assessment Voucher	Assume 30% of Town and MD businesses need help = 150 businesses x \$500 per business	\$75,000 to fund the services and locate the expert help and coordinate volunteers
Phase 1: #LoveLocalPC media campaign	Prizes - \$200 x 23 weeks = 4,400 + \$1,000 grand prize. CofC business 'cheques'. May to Oct. 2020	\$ 5,600
Phase 2: Business 'Ask an Expert' Training & Recovery Voucher Program	50% of Phase 1 businesses = 75 businesses x \$1,000 per business (pb.)	\$75,000 but where services are volunteered the funds can be added to pooled capital for phase 3
Phase 3: Bridging to a Resilient Ecosystem	Help 50 businesses with \$1,000 micro loans. Potential investment pool.	\$50,000 capital investment in the pool which will turn over as the fund is repaid by the entrepreneurs it aids
		~\$305,00 to \$310,000

## Funding Options

### Existing Funding

- 1) CARES via the Town of Pincher Creek @ \$37,500 cost share of 50/50
- 2) SASCI @ \$25,000

### Potential

- |                        |                           |
|------------------------|---------------------------|
| 3) MD of Pincher Creek | 6) Rural Opportunity Fund |
| 4) Community Futures   | 7) Shell Legacy Fund      |
| 5) AlbertaSW           |                           |

Funding Options	Partners (Pending)	Funding Potential - (TBC)
Designated Business Recovery Project Manager	SASCI - Voucher fund money \$25,000. <i>Approved</i>	Shell Legacy Fund
WD/CARES: Pro-approved/ \$75,000 (CARES 50-50)	Town = \$37,500 CARES/Town. <i>Approved</i>	Rural Opportunity Fund
	MD = \$30,000 TBC	Other regional businesses
	CofC = \$30,000. <i>Approved</i>	SASCI additional funds

# Request for Decision of Council

Council Meeting, May 12, 2020

<b>TITLE: Capital Funding Agreement for PCCELC</b>			
<b>PREPARED BY: CAO</b>		<b>DATE: May 07, 2020</b>	
<b>DEPARTMENT: Admin/Finance</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**  
 For the MD Council to approve the draft grant agreement and further direct Administration to present the one million dollar agreement to the Town to be used as a contribution towards the capital costs of the Pincher Creek Community Early Learning Centres.

**SUMMARY**

Administration was directed to develop an agreement with the Town for the purpose of the MD being able to contribute \$1,000,000.00 to the capital costs (construction) of the PCCELC. (Pincher Creek Community Early Learning Centres) The draft agreement allows for \$500,000.00 to come from our Capital Recreation Reserve in 2020, and then \$100,000.00 for each of the next 5 years to be budgeted annually, to a total of \$1,000,000.00 by 2025.

Framework of this agreement is based around capital only. The operations of these facilities will be the sole responsibility of the Municipal Corporation (tenant) that has been created and the Town. (landlord/ owner)

Other aspects of the agreement are to ensure equal opportunity in regards to access to service, consideration for extended hours during harvest, seeding, calving and other rural or agriculture-oriented activities, and finally during any future consideration of additional phases, that a facility in the MD may be considered.



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

### OPERATIONS REPORT

#### **1.0 Operations Activity Includes:**

- 1.1 Beaver Mines and Capital Projects.
- 1.2 Review the policy of C-PW-009 Dust Control.
- 1.3 Meeting with Alberta Environment.
- 1.4 Meeting with Finning Equipment on graders.

#### **2.0 Upcoming:**

- 2.1 Beaver Mines and Capital Projects.

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

##### **3.1 Bridge Maintenance, Inspections and Texas Gates**

- 3.1.1 The Public Works Department has asked fee proposals, cost estimates and recommendations by various consultants on our Bridge File Assets for Capital Projects;

##### **3.2 Cold Mix Asphalt and chip seal**

- 3.2.1 The Public Works has started work on May 4, 2020, by replacement of cold mix back to gravel due to subsurface issues on Gladstone Road. The proposed completion date is May 7, 2020. The notification has been posted on the MD website and social media.
  - a. The Public Works Department will continue to monitor and assess the condition over the next week and in the future as the road settles on Gladstone Road; and
  - b. The Public Works Department will add more gravel or compaction as required.
- 3.2.2 The Public Works will start the replacement of cold mix back to gravel on Christie Mines Road, then Maycroft Road. The proposed start date will be on May 11, 2020, to May 18, 2020.
  - a. The Public Works Department will continue to monitor and assess the condition over the next week and in the future as the road settles on Gladstone Road; and
  - b. The Public Works Department will add more gravel or compaction as required.
- 3.2.3 There are minor damage areas of the chip seal located on Summerview Road. The Director of Operations has inspected the road on May 7, 2020;
  - a. Pricing by a contractor to get the minor repairs of potholes along Summerview Road is in progress.

### **3.3 Permanent & Temporary Snow Fence Repairs**

3.3.1 The Public Works has almost completed the temporary snow fence in all Divisions. The proposed completion date is no later than May 14, 2020.

### **3.4 Continuous Dust Suppression Program**

3.4.1 There is nothing to report.

### **3.5 Signage Repairs**

3.5.1 There is nothing to report.

### **3.6 Road Works, & Miscellaneous**

3.6.1 The re- graveling Program will start on May 11, 2020, for five (5) weeks where Public Works will follow the one (1) year aggregate plan for gravel roads;

3.6.2 Crack sealing repairs by a contractor is completed on Highway 3A (11km), Tower Road (6km), Cotton Wood road (5km), South Lundbreck (4km), and the landfill road (6km) for a total of 32 km.

3.6.3 Motor grader maintenance on all gravel roadways has started in all Divisions;

a. Issues on potholes, rutting and soft spots are being reviewed at and will be addressed;

b. The reshaping of the crown surface on all arterial roads is in progress;

3.6.4 Six (6) dual tube classifier counters are out on Gladstone, Maycroft and Southfork Hill Roads. The information is being collected for Annual Average Daily Traffic (AADT) on the five-Year Road Master Plan under Methodology and Information Collected;

a. There are three (3) traffic counters on Gladstone Road;

b. There is one (1) traffic counter on Maycroft Road; and

c. There are two (2) traffic counters on Southfork Hill.

### **4.0 Capital Projects Update:**

#### **4.1.1 Bridges & Miscellaneous**

MSI projected Cash Flow Summary sheet is provided to show the total costs of all Capital Projects.

4.1.2 **Bridge File 6613 Status:** The MD had the conference call meeting with WSP and the contractor regarding traffic accommodation, notification to the public, and any issues that could happen on this project. The information will be sent out on the MD website and on social media. The construction is scheduled to take place on August 15, 2020, to September 20, 2020.

- Bridge File: 6613 (SW 3-9-1-W5)
- Location: Cabin Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: Ossa Terra Ltd.
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.3 **Bridge File 7235 Status:** The tender package is on the Alberta Purchasing Connections with a tender closing of May 14, 2020. The proposed construction is to take place from August 15 through September 30, 2020.

- Bridge File: 7235
- Location: Scottons (NW 5 - 9-1-W5M)
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: TBD
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.4 **Bridge File 76293 Status:** The tender package is scheduled to be sent out on Alberta Purchasing Connections for pricing on May 7, 2020, with tender closing of May 21, 2020. The proposed construction is to take place from August 15 through September 30, 2020.

- Bridge File: 76293 (NE 3-6-2-W5M)
- Location: Grumpy Road NE 3 -6 -W5M
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: N/A
- Funding: Provincial Gas Tax

4.1.5 **Bridge File 8860 Status:** The DFO is reviewing the Bridge File as one (1) pier is in the water. The tender package was sent out on May 6, 2020, with a tender closing of May 2020. The proposed construction of this project will be from August 15 through September 30, 2020.

- Bridge File: 8860 (NW 11-6-2-W5)
- Location: Beaver Mines Creek
- Scope of Work: Repair selected piles and replace all caps
- Consultant: Roseske Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

**4.1.6 Bridge File 13957 Status:** The tender package was sent out on May 6, 2020, with a tender closing of May 2020. The proposed construction completion of this project will be in September 2020.

- Bridge File: 13957 (NE 5-8-2-W5)
- Location: Connelly Creek
- Scope of Work: Replacement of abutement caps
- Consultant: Roseke Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

**4.1.7 Bridge File 75377 Status:** The Survey has been completed. The consultant is working on the preliminary design of the project with completion by August 2020.

- Bridge File: 75377 (NW 8-6-2-W5)
- Location: Local Road over Screwdriver Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roseke Engineering
- Contractor: N/A
- Funding: Reserve under the bridge repair, replacement

## 4.2 Road & Miscellaneous

**4.2.1 Lundbreck Road Status:** The tender package was closed on April 23, 2020. The contract was under budgeted and was awarded to East Butte Contracting. The proposed construction start time is in June 2020.

- Roads: 3<sup>rd</sup> Street
- Location: Lundbreck
- Scope of Work: New asphalt & drainage improvements
- Consultant: WSP Engineering
- Contractor: East Butte Contracting
- Funding: MSI funding

**4.2.2 RR29-3 Road Status:** The Public Works Department will survey, get line locates and use herbicide spray along the side slopes of the ditch to improve on timing with the project. The work is scheduled in the first week of June 2020.

- Roads: North of 507 East, to Tower Road
- Location: RR29-3
- Scope of Work: Add new soil stabilizer in gravel road
- Consultant: N/A
- Contractor: Public Works
- Funding: MSI funding

4.2.3 **Range Road 1-0 Road Status:** The Consultant is scheduled to have a geotechnical rig on-site from May 14 to 17, 2020, to sample, record and provide accurate data for the consultant to identify problems directly below the Southfork Road from Range Road 1-0 to the Castle Valley Campground. The proposed work is in the spring of this year.

- Roads: Range Road 1-0 to Campground
- Location: Southfork Hill
- Scope of Work: Geotechnical work
- Consultant: ISL Engineering
- Contractor: N/A
- Funding: MSI funding

#### 4.3 Facilities

4.3.1 **Camera Security Status:** The Consultant has completed the design of the project. A request for quotation (RFQ) has been sent out to qualified electrical contractors for competitive pricing. The proposed construction to do the installation of security cameras is scheduled at the end of May with completion in June 2020.

- Location: Administration and Public Works Buildings
- Scope of Work: Camera security system
- Consultant: SMP Engineering
- Contractor: N/A
- Funding: MSI

#### 5.0 Beaver Mines Water Servicing & Waste Water Collection

5.1.1 There is nothing to report at this time.

#### 6.0 Beaver Mines Lift Station and ForceMain

6.1.1 There is nothing to report at this time.

#### 7.0 Beaver Mines Waste Water Treatment System

7.1.1 There is nothing to report at this time.

#### 8.0 Castle Area Regional Water Supply Contracts 1:

8.1.1 LW Dennis has begun mobilizing equipment to the site.

8.1.2 LW Dennis started site preparation outside of Castle Provincial Park last week. The primary focus will be to relocate fencing work along purchased URW so pipeline installation of pipe and drilling can take place.

#### 9.0 Castle Area Regional Water Supply Contracts 2:

9.1.1 Booster Station at Castle Park and Beaver Mines:

- (a) The contractor (Nitro Construction) has finished all work to date that they are capable of completing;

- (b) All initial commissioning has been completed;
- (c) MPE is waiting for the documentation from Nitro Constriction regarding requests for substantial performance and the required documents for the partial release of holdback;
- (d) The buildings have been keyed to match MD facilities;
- (e) Correction of minor deficiencies will be ongoing; and
- (f) Nitro will remobilize to complete final commissioning of each site when water is available.

**Attachments**

Program Capital Projects Status

Call Logs

**Recommendation:**

That the Operations report for May 7, 2020, will include the Program Capital Projects Status update, and the call log is received as information.

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Prepared by: Aaron Benson

*AB*

Date: May 7, 2020

Reviewed by: Troy MacCulloch

*TM*

Date: May 7, 2020

Submitted to: Council

Date: May 7, 2020

Capital Budget Summary			Sources of Project Funding					
Project #	Service Area	Description	Total Cost	Grants	Debt	Reserves	Operations	Total Revenue
<b>Infrastructure</b>								
PW-R-1	Roads	Highway 3A – Landfill road repairs	1,076,000	860,000		216,000		1,076,000
PW-R-2	Roads	Lundbreck Pave and Drainage (3rd street)	195,000	195,000				195,000
PW-R-4	Roads	RR29-3 (North of 507 East, to Tower Road)	150,000	150,000				150,000
PW-R-3	Roads	Southfork Hill	40,000	40,000				40,000
PW-BF-1	Bridges	Bridge File # 6613 Cabin Creek	698,000	698,000				698,000
PW-BF-2	Bridges	Bridge File #7235 Scottons	948,000	948,000				948,000
PW-BF-3	Bridges	Bridge File #76293 Grumpy Road	440,000	440,000				440,000
PW-BF-4	Bridges	Bridge File #8860 Beaver Mines Creek	181,500			181,500		181,500
PW-BF-5	Bridges	Bridge File #13957 Connelly Creek	43,500			43,500		43,500
PW-BF-6	Bridges	Bridge File #75009 Wild Cat Ranch	60,000			60,000		60,000
PW-BF-7	Bridges	Bridge File #75377 Local Road over Screwdriver Creek	50,000			50,000		50,000
RWCAST	Water/Wastewater	Castle Area Water Servicing	3,105,000	3,105,000				3,105,000
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	4,715,000	3,143,334	1,571,666			4,715,000
BMLSF	Water/Wastewater	Beaver Mines Lift Station and Forcemain	2,750,000	1,833,334	916,666			2,750,000
BML	Water/Wastewater	Beaver Mines Waste Water Treatment System	40,000	26,666	-	13,334		40,000
<b>Infrastructure Total</b>			<b>14,492,000</b>	<b>11,439,334</b>	<b>2,488,332</b>	<b>564,334</b>	<b>0</b>	<b>14,492,000</b>
<b>Equipment</b>								
	Public Works	Steamer Unit	25,000			25,000		25,000
	Public Works	6 Way Plow Attachment	30,000			30,000		30,000
	Water	Standby Generator	60,000			60,000		60,000
<b>Equipment Total</b>			<b>115,000</b>	<b>0</b>	<b>0</b>	<b>115,000</b>	<b>0</b>	<b>115,000</b>
<b>Fleet</b>								
<b>Fleet Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Information Services</b>								
<b>Information Services Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Facilities</b>								
ADMIN-SEC-1	Public Works/Admin	Security Camera for Admin and PW Buildings	85,000	85,000				85,000
<b>Facilities Total</b>			<b>85,000</b>	<b>85,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
<b>Grand Total</b>			<b>14,692,000</b>	<b>11,524,334</b>	<b>2,488,332</b>	<b>679,334</b>	<b>0</b>	<b>14,692,000</b>

**LEGEND**

- Projects on Hold
- Projects in Planning & Design Stage
- Projects in Tender Stage
- Projects in Construction Stage
- Projects in Close Out Stage
- Proposed Preliminary Engineering Costs

**Progress Report for Projects as of May 7, 2020**

## MSI Projected Cash Flow Summary

Opening Balance as of December 31, 2019		5,850,000
<b>2020 Projects</b>		
	<b>Estimated Costs</b>	
Lundbreck Pave and Drainage (3rd street)	(195,000)	
RR29-3 (North of 507 East, to Tower Road)	(150,000)	
Southfork Hill	(40,000)	
Bridge File # 6613 Cabin Creek	(698,000)	
Bridge File #7235 Scottons	(948,000)	
Security System	(85,000)	
<b>Total MSI Outflow 2020</b>	0.00	0.00
		(2,116,000)
2020 Actual MSI Allocation		1,215,684
<b>Projected Balance as at December 31, 2020</b>		<b>4,949,684</b>
<b>2021 Projects</b>		
Southfork Hill	(1,072,000)	
Maycroft Road (12.6km)	(50,000)	
<b>Total MSI Outflow 2021</b>		(1,122,000)
2021 Estimated MSI Allocation		800,000
<b>Projected Balance as at December 31, 2021</b>		<b>4,627,684</b>
<b>2022 Projects</b>		
Southfork Hill	(851,250)	
Gladstone Valley Road (9 km)	(40,000)	
Maycroft Road (12.6km)	(700,000)	
<b>Total MSI Outflow 2021</b>		(1,591,250)
2022 Estimated MSI Allocation		700,000
<b>Projected Balance as at December 31, 2022</b>		<b>3,736,434</b>

40	NAME	PHONE NUMBER	DIVISION	LOCATION	APPROACH NUMBER	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	FOLLOW UP DATE	COMPLETION DATE
1558			Division 1	SW36 T4 R30 W4	-	Re getting an <b>approach</b> built	Developer	waiting on agreement with Development Officer	18-Apr-18	-	-
1617			Division 1	West Kerr	-	Corner need attention MD's most dangerous area	Eric/John	To meet w/Russell	30-May-18	Contractor providing quote to complete the work	Deferred June 2020
1643			Division 4	SW22 T7 R1 W5	-	Would like a <b>culvert</b> put in to solve water problem	Eric/Bob M	To be scheduled	26-Jun-18	Talk to Him May 05, will schedule meeting after seeding	Deferred to May 2020
1982			Division 2	-	-	The old Reed Pit needs to be reclaimed	Aaron/WSP	On the list	27-Jun-19	Talked w/colony Jan 08 2020	-
1995			Division 2	NW23 T5 R29 W4	#5313	Wetland/shoulder of road & drainage problem	Eric Blanchard	Engineer to look at 2020 Project	16-Jul-19	November 1, 2019	Deferred to May 2020
2014			Division 3	NW3 T6 R2 W5	-	<b>Culvert</b> smashed	Bob Millar	On list to do	29-Jul-19	October 2019	Deferred to August 2020
2058			Division 1	NE3 T5 R29 W4	-	Needs existing <b>approach</b> widened for Super B's	Eric Blanchard	To be done	9-Sep-19	Went to visit Site April 30 2020, Need to be dry	Deferred to May 2020
2074			Division 4	A/P road n. of Cowley	-	complaining of big rocks on road needs proper gravel pounded down	Eric/Brian	On to do list	23-Sep-19	October 2019	Deferred to June 2020
2134			Division 5	SE16 T8 R2 W5	-	RQ to have a <b>cattle guard</b> removed from MD Road memo from Head Office July 3 /PW just heard now	Eric Blanchard	Been in contact	12-Nov-19	contractor providing quotes, will be completed when dry.	Deferred to May 2020
2182			Division 3	SE18 T6 R1 W5	-	An E-mail from Brian Hammond re <b>culvert</b> issues	Eric Blanchard	Will contact for detailed info	12-Jan-20	Met On Feb 27th	Will Reassess in May
2206			Division 3	SW15 T6 R2 W5	-	Grader operator knocked down post or part of his fence & would like it repaired as needs to use field	Tony Tuckwood	Completion at a later date	14-Feb-20	Schedule to be completed May 07 2020	Deferred to May 2020
2213			Division 5	SW35 T8 R3 W5	#3106 TWP8-5A	Still has not received their blue sign/ordered last spring	Joyce/Roland	Completed	25-Feb-20	Signs are in/Waiting for map from development	23-Apr-20
2230			Division 1	SW21 T4 R29 W4	#4315 RR29-4	Damaged culvert (grader oops) to be repaired	To Do List	Culvert repair	20-Mar-20	Bob M to assess May 06 2020	Deferred June 2020
2251			Division 4	NE27 T8 R1 W5	-	Blocked Culvert/water flowing wrong way	John	Completed	09-Apr-20	Waiting for 1st Call	04-May-20
2252			Division3	SE34 T5 R2 W5	-	Fence Repair Notch Road	Eric Blanchard	Met on April 14 2020	09-Apr-20	To be done May 11-12	
2256			Division 4	NE6 T8 R1 W5	-	Road washing out wanting gravel to fix it	John	Completed	15-Apr-20	Will bring 2 loads when available	05-May-20
2262			Division 1	SE35 t4 R30 W4	-	Looking for Compensation to rebuild fence	Eric Blanchard	Completed	20-Apr-20	Agreed to pay for part of material	24-Apr-20
2263			Division 2	#1 Lowland Heights	East side of gate	Vehicle accident damaged culvert Needs advice re insurance	Eric Blanchard	Completed	20-Apr-20	Spoke to her on April 23rd	05-May-20
2264			Division 5	NW32 T9 R2 W5	Willow Valley	By old major culvert repair site Water issue	John/Dave	Completed	21-Apr-20	Need steamer/Sinnot	23-Apr-20
2267			Division 3	Beaver Mines	7th Street	Would like gravel on the street	Eric Blanchard	Completed	22-Apr-20	Will action when it dries	06-May-20
2268			Division 3	NW3 T7 R1 W5	#7019 RR1-3	Asking for gravel on MD RR1-3	Eric Blanchard	Completed	22-Apr-20	Will look at it April 24th	05-May-20
2270			Lundbreck	Patton Park	-	Graffiti in Baseball Diamonds dugouts	Eric/Bob S	Completed	21-Apr-20	Bob to look at it April 23rd	24-Apr-20
2271			Division 1	Twp Rd. 4-0	-	Road need grading/Poor condition	Eric/Rod N	Completed	23-Apr-20	Working on road today, need confirmation before marked as completed	23-Apr-20
2272			Division 3	NE20 T5 R2 W5		Road washing out by Hagglunds	Tony Tuckwood	Completed	23-Apr-20	NA	23-Apr-20
2273			Division 4	NE24 T8 R1 W5		Culvet, ditch & holes in road	Eric Blanchard	To Do	23-Apr-20	John Call him May 05	
2274			Division 3			RQ grade lane to yard	Tony Tuckwood	Completed	23-Apr-20	NA	23-Apr-20
2275			Division 3	Beaver Mines	702 - 1 Ave	Neighbor of Nyrose #2267 re gravel	Eric Blanchard	Completed	23-Apr-20	NA	06-May-20
2276						Wants Snowfence removed	Tony Naumczyk	Completed	24-Apr-20	NA	27-Apr-20
2277			Division 5	NW23 T10 R3 W5	#3119	RQ Driveway graded	Dave Sekella	Completed	24-Apr-20		06-May-20
2278			Division 4			Re Olin Creek washout	Brian Layton	Completed	24-Apr-20	also talked w/Eric	24-Apr-20
2279			Lundbreck	Trailer Park		Needs gravel and soft spots fixed	Eric Blanchard	To Do	24-Apr-20	Talked W/Dave	
2280			Division 1	SE26 T4 R1 W5	#3408 RR30-3	Grader turned around on their property & made a mess ?????	Rod Nelson	To Do	24-Apr-20	will have a look My 07	
2281			Division 3	NW28 T6 R2 W5	Tapay Pit	Needs signage/No Trespassing/Private Prop. Being used as a shooting range parking etc	Eric Blanchard	Completed	24-Apr-20	Safety Issue	04-May-20
2282			Division 5	SE16 T8 R2 W5		W/O 2134 Cattleguard followup	Eric Blanchard	Completed	27-Apr-20	Met On Apr29	29-Apr-20
2283			Division 1	SW9 T5 R30 W4		Kerr Road is a mess off Hwy 6 West	Eric/John	Work in progress	27-Apr-20	Rod working on it, black dirt coming out, need to dry	
2284			Division 1			Re Appointment	Eric Blanchard	Completed	27-Apr-20	29-Apr-20	30-Apr-20



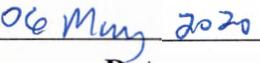
AES, May, 2020

- May 1, prep for training & orientation of summer crew
- May 4, Orientation of summer crew (4 people starting today)
- May 5, Safety Review, Safe Work Procedures (SWP's), general crew preparation
- May 6, SWP's, reporting, gophers, mounting sprayers, Working Alone protocols
- May 7, facilities orientation, SWP's, vehicle and equipment assignments, JHS site inspection
- May 8, gophers & strychnine inspections, shop SWP's, HAS shop/office crew review,
- May 11, PW water & shop safety & orientation, respirator fit testing, industrial sites (gravel pits) orientation, start ten hour days/four day week
- May 12, truck kits, emergency response plans, first aid and fire extinguisher inspections
- May 13, Volker Stevin meeting, sprayer training, tech & data management, mapping,
- May 14, MRF equipment training, records training, dam (Therriault) & weed orientations & inspections, Safety meeting
- May 18, STAT
- May 19, Corteva Stewardship course (four hours online), gravel pit weed inspections and spraying, weed inspections and spraying (Wild Caraway, Blueweed, Queen Anne's Lace, Spotted Knapweed)
- May 20, Dow days herbicides and public interaction training, deadstock bin cleanout, roadside and shop cleanout
- May 21, first aid training (first day online, for two crew), crew safety inspections of first aid kits, fire extinguishers, dams, weeding & spraying, killing ants flower beds around Admin
- May 22, reporting, gravel pits, equipment training, rental equipment, authorized assistant & BearSmart course org., weed ID's, Premix sales, Summerview area spraying
- May 23, Authorized Assistant training, Lundbreck gophers, mapping, Divisional weeds (crews assigned to Divisions), reporting, Emergency Response scenario
- May 25, , WHMIS/GHS training (online), ASB package, letters & policy, Pincher Creek inspections, visits and control
- May 26, weed ID training, Oldman River (downstream of dam) inspections and control, Boulder Run pick & spray (with Alberta Parks in the general vicinity)
- May 27, UTV Training, airport mowing, Burmis/Lundbreck corridor inspections and control, gophers, biocontrol inspections (Dalmatian Toadflax), provincial reporting
- May 28, biocontrol meet with landowners and sheep herder, Oldman Reservoir recreation area inspections, Hoary Cress inspections, Wild Caraway inspections and control, dams

Sincerely,

Shane Poulsen,  
Agricultural Fieldman

## Recommendation to Council

<b>TITLE: Subdivision Approval Extension Request 2017-0-143</b>			
<b>PREPARED BY: Roland Milligan</b>		<b>DATE: May 6, 2020</b>	
<b>DEPARTMENT: Planning and Development</b>			
<b>Signature:</b>  _____		<b>ATTACHMENTS:</b> 1. Request Letter, dated April 8, 2020, with supporting documentation	
<b>APPROVALS:</b>			
 _____ Department Director	 _____ Date	 _____ CAO	 _____ Date

**RECOMMENDATION:**

**That Council grant the extension request for Subdivision Approval No. 2017-0-143, and approve a time extension to April 8, 2021.**

**BACKGROUND:**

Subdivision Application No. 2017-0-143 was approved on November 7, 2017.

All work required has been completed, and an extension is required to finalize the plan and be registered with Land Tittles.

**FINANCIAL IMPLICATIONS:**

None at this time.

## Attachment No. 1

3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-877-329-1387  
Fax: (403) 327-6847  
E-mail: admin@orrsc.com  
Website: www.orrsc.com



Date: April 8, 2020

Refer to file: 2017-0-143

MD of Pincher Creek No.9  
Box 279  
Pincher Creek, AB T0K 1W0

Troy MacCulloch, MD of Pincher Creek CAO:

### Re: Subdivision Approval Extension Request (McRae)

The following attachment contains an application from Bruce Barnett of Martin Geomatics on behalf of the landowner requesting a subdivision approval extension for the property described as the SW of Section 10 6-2 W5M. The original subdivision (application no. 2017-0-143) approval was on November 7, 2017, and the applicants are requesting a time extension be granted to April 8, 2021. As per section 657(5) of the Municipal Government Act, if a plan of subdivision is not registered in a Land Titles Office within one year after being endorsed, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.

The applicants have experienced delays due to legal matters between the parties involved and therefore require more time in finalizing the plan. Those matters are now said to be resolved. In reviewing the application and approval granted, it appears the subdivision is still acceptable for the parcels and it still meets the criteria of the MD of Pincher Creek land use bylaw and Municipal Development Plan.

At the Council's prerogative, consideration may be given to granting a time extension, to allow the applicants to finalize their approval and enable the plan of subdivision to be registered at Land Titles Office.

If you have any questions or need clarification, please contact me at your convenience.

Yours truly,

Gavin Scott  
Senior Planner

Attachments (3)

RECEIVED

APR - 7 2020



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16 Avenue North, Lethbridge, Alberta T1H 5E8

Phone (403) 329-1344

## Subdivision Application – Request for Extension

ORRSC file number: 2017-0-143 Expired Date: November 8, 2018.

Previous Extension Approved: Yes  No  Extension Period Requested: one year.  
(not to exceed one year)

ORRSC Fee submitted: 1<sup>st</sup> Request (\$330.00)  2<sup>nd</sup> Request (\$430.00)  3<sup>rd</sup> Request (\$530.00)

Name of registered owner(s): Lorna Maureen McRae

Owner's address: 82 Rosedale Way SE.

Medicine Hat AB T1B1X8 403-263-9700.  
City Province Postal Code Home phone Work phone

Name of Applicant: Bruce Barnett, ALS.  
(if different from owner)

Applicant's address: 255-31<sup>st</sup> Street North.

Lethbridge AB T1H3Z4 403-329-0050.  
City Province Postal Code Home phone Work phone

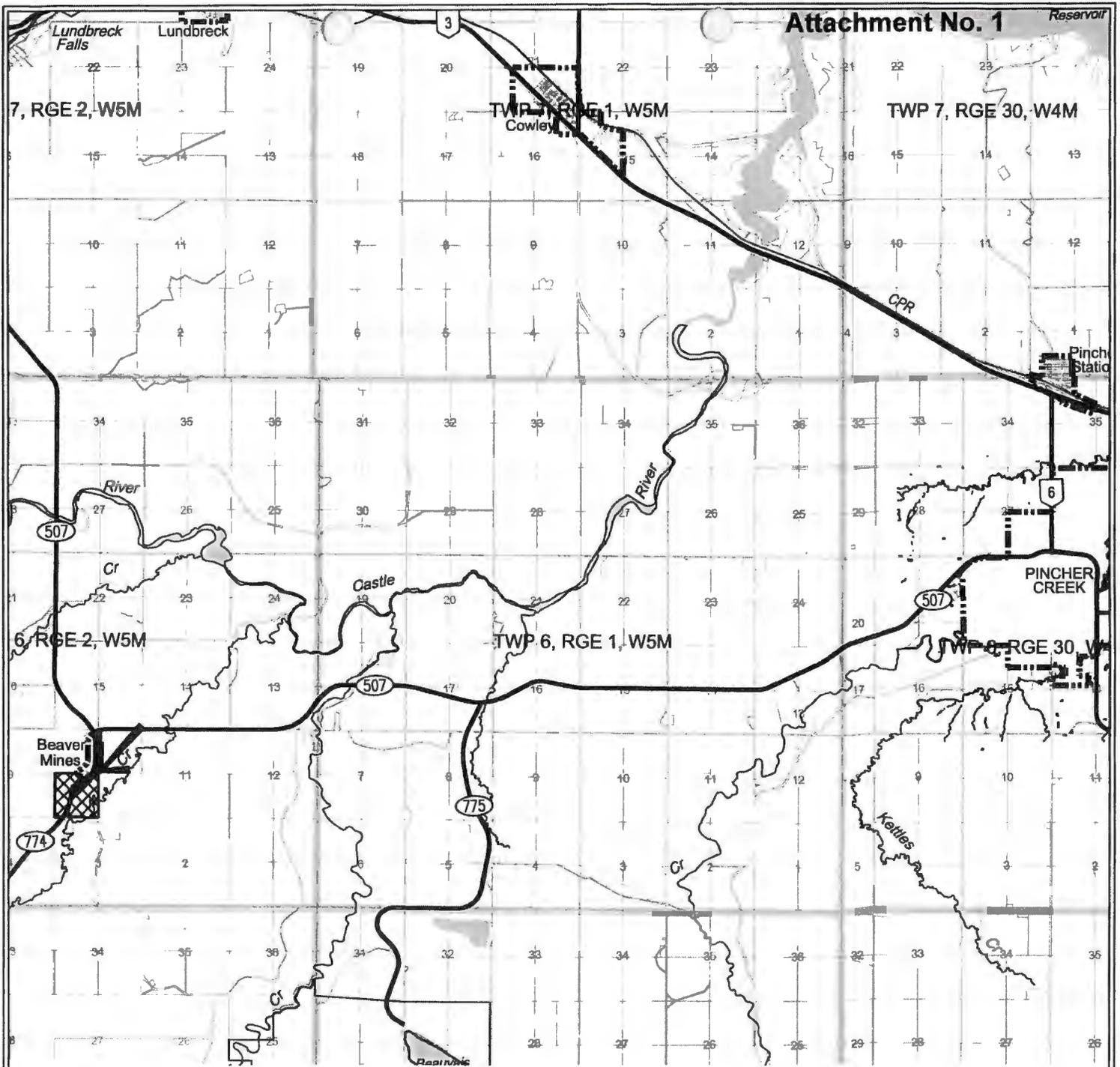
Legal description: Lot \_\_\_\_\_ or Condo unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
Quarter SW Section 10 Township 6 Range 2 Meridian 5.

Reason(s) for Request:

- Family Matters now resolved.
- Final papers for subdivision recently received.

Bruce A. Barnett.  
Signature of the Applicant/Owner

April 6, 2020.  
Date



**SUBDIVISION LOCATION SKETCH**  
**SW 1/4 SEC 10, TWP 6, RGE 2, W 5 M**  
**MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**DATE: AUGUST 31, 2017**  
**FILE No: 2017-0-143**

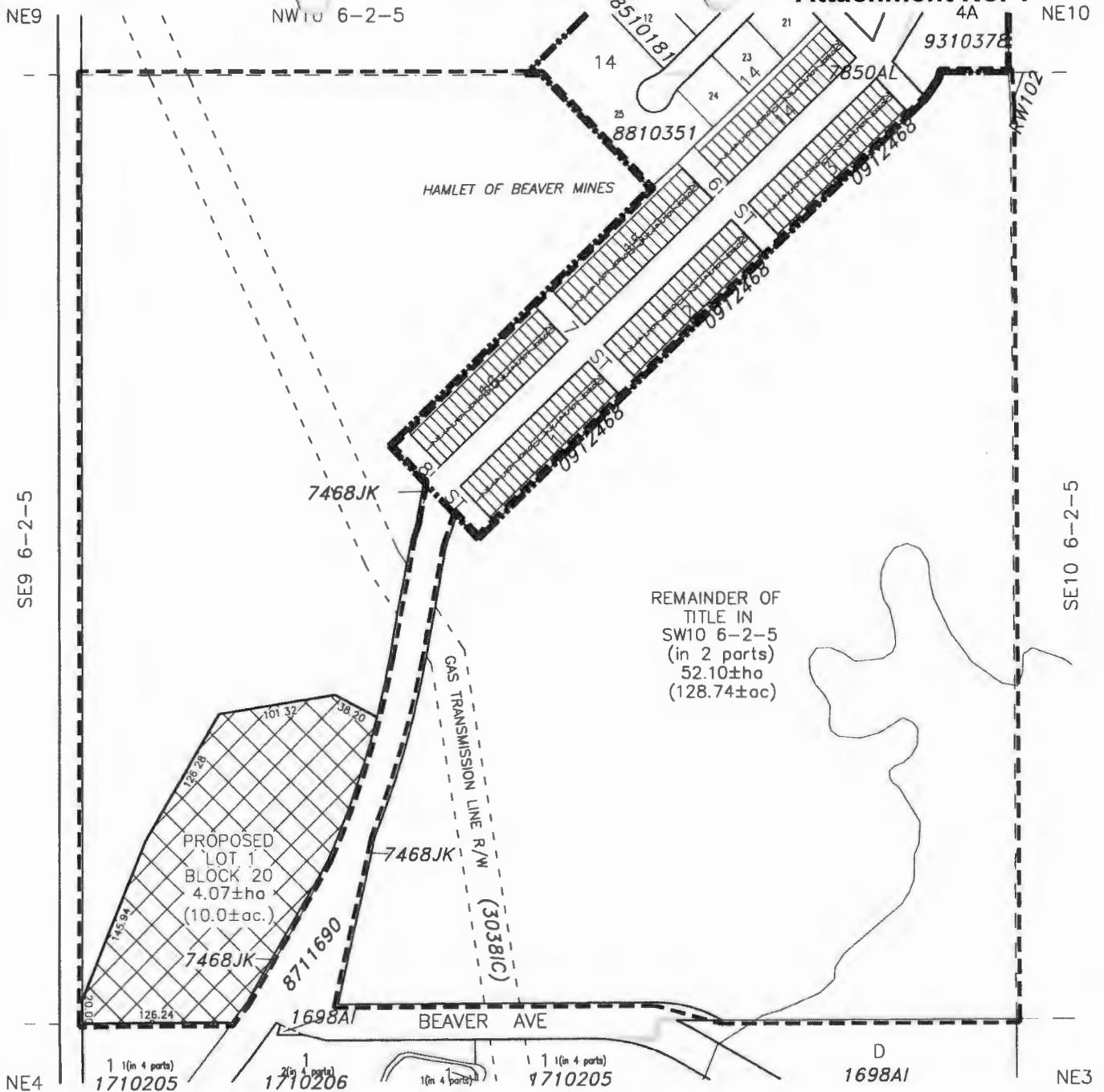
MAP PREPARED BY  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3405 185 AVENUE NORTH, LETHBRIDGE, AB T1Y 0E9  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

August 31, 2017 N:\Subdivision\2017\2017-0-143.dwg

**Attachment No. 1**



**SUBDIVISION SKETCH**

See tentative plan of subdivision by Martin Geomatic Consultants Ltd. file no. 145175LS\_PRO\_SUB

SW 1/4 SEC 10, TWP 6, RGE 2, W 5 M

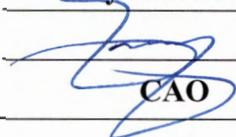
MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

DATE: AUGUST 31, 2017

FILE No: 2017-0-143



## Recommendation to Council

<b>TITLE:</b> <b>Southern Alberta Land Trust Society Conservation Easement (Yarrow Creek Project)</b>			
<b>PREPARED BY:</b> Roland Milligan		<b>DATE:</b> May 6, 2020	
<b>DEPARTMENT:</b> Planning and Development			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	<b>1. Request from NCC and Form 1</b> <b>2. GIS Location Map</b>	
<b>APPROVALS:</b>			
<b>Roland Milligan</b>	<b>2020-05-06</b>	<b>Troy MacCulloch</b>	<b>06 May 2020</b>
	<hr/>		<hr/>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

### RECOMMENDATION:

That Council acknowledge the receipt of the notice of the Conservation Easement for the Nature Conservancy of Canada for the Yarrow Creek Project, and further;  
That Council waive the 60-day notice period prior to registration for the Conservation Easement.

### BACKGROUND:

On April 21, 2020, the MD received the attached request (*Attachment No. 1*) from the Nature Conservancy of Canada.

Section 33(2)(a)(iii) of the Alberta Land Stewardship Act, states that the Council of the municipality must be given prior notice to the registration of a conservation easement.

The NCC is requesting that the Council of the MD acknowledge the receipt of Form 1 and agree to waive the 60-day notice period and that they may register the Conservation Easements.

While the MD can register an objection to the registering of the conservation easement, the easement may still be registered.

However, the request for acknowledgement of the receipt of Form 1, acts as the notification process for the municipality that the Conservation Easement is going to be placed on certain properties.

The easement will affect numerous parcels in the Twin Butte area of the MD, and will encompass 4076 acres (1649 ha) of land (*Attachment No. 2*).

### FINANCIAL IMPLICATIONS:

None.



VIA EMAIL

April 21, 2020

Municipal District of Pincher Creek No. 9  
1037 Herron Avenue  
PO Box 279, Pincher Creek, AB T0K 1W0

Attention: Roland Milligan  
Director of Development and Community Services  
rmilligan@mdpincercreek.ab.ca

**Re: Conservation Easement Form 1 – Yarrow Creek**

---

Please find attached a Form 1 document which outlines details of the subject Conservation Easement.

We would appreciate if you could complete the acknowledgement below and mail the document to the address below or email a scanned copy back to my attention at [doug.vincent@natureconservancy.ca](mailto:doug.vincent@natureconservancy.ca).

Please do not hesitate to contact me with any questions you may have.

Thank you for your assistance,

A handwritten signature in black ink, appearing to read "Doug Vincent", with a long horizontal stroke extending to the right.

Doug Vincent, Habitat Acquisition Manager  
Nature Conservancy of Canada – Alberta Region  
Suite 890, 105 - 12 Avenue SE Calgary, AB T2G 1A1  
Tel: 403 817-2109 · Cell: 403 609-1482  
[doug.vincent@natureconservancy.ca](mailto:doug.vincent@natureconservancy.ca)  
[www.natureconservancy.ca](http://www.natureconservancy.ca)

cc Tara Worobetz – Habitat Acquisition Manager

Encl. – Form 1

**FORM 1 - Notice Prior to Registration**

**Conservation Easement Registration Regulation**

Notice to Municipal District of Pincher Creek No. 9

This Notice is to advise you that:

1. We, The Nature Conservancy of Canada, #890, 105 – 12 Avenue SE, Calgary Alberta T2G 1A1, 403-262-1253 intend to register an Agreement under section 33(2) of the *Alberta Land Stewardship Act* creating a conservation easement, not sooner than 60 days after the date you receive this notice.
2. The conservation easement will affect the land described as Section 2-4-30 W4M, NW 26-3-30 W4M, S ½ 26-3-30 W4M, W ½ 25-3-30 W4M, S ½ 36-3-30 W4M, NE 36-3-30 W4M, W ½ 6-4-29 W4M, PTN NE 6-4-29 W4M, PTN SE 6-4-29 W4M, S ½ 7-4-29 W4M, NW 7-4-29 W4M, W ½ 8-4-29 W4M, PTN NE 8-4-29 W4M, PTN SE 8-4-29 W4M, S ½ 17-4-29 W4M, PTN NW 17-4-29 W4M and NE 17-4-29 W4M containing 4,076 acres (1,649 ha) located in Municipal District of Pincher Creek No. 9 (contextual maps attached).
3. The name and phone number of the registered owner of the affected land is:  
Charles Fischer and Joanne Cuthbertson  
1027 Sydenham Road SW  
Calgary, Alberta T2T 0T3  
Email address: [charlie.w.fischer@gmail.com](mailto:charlie.w.fischer@gmail.com)  
  
Kate Fischer  
923 – 38 Avenue SW  
Calgary, Alberta T2T 2J3  
Email address: [kate.anne.fischer@gmail.com](mailto:kate.anne.fischer@gmail.com)
4. The purpose of the conservation easement is to: conserve the native grasslands, water bodies and associated riparian area and conserve access for wildlife movement to, from and within the property.
5. A summary of the terms of the Agreement creating the conservation easement relating to the use of the land include: no subdivision or development, no cultivation or tree removal, no draining or alteration of waterbodies or riparian areas.

Dated this 21<sup>st</sup> day of April, 2020.



Name: Doug Vincent  
Position: Habitat Acquisition Manager

**Attachment No. 1**

We, the Municipal District of Pincher Creek No. 9, acknowledge the receipt of the Form 1 for the above Conservation Easement.

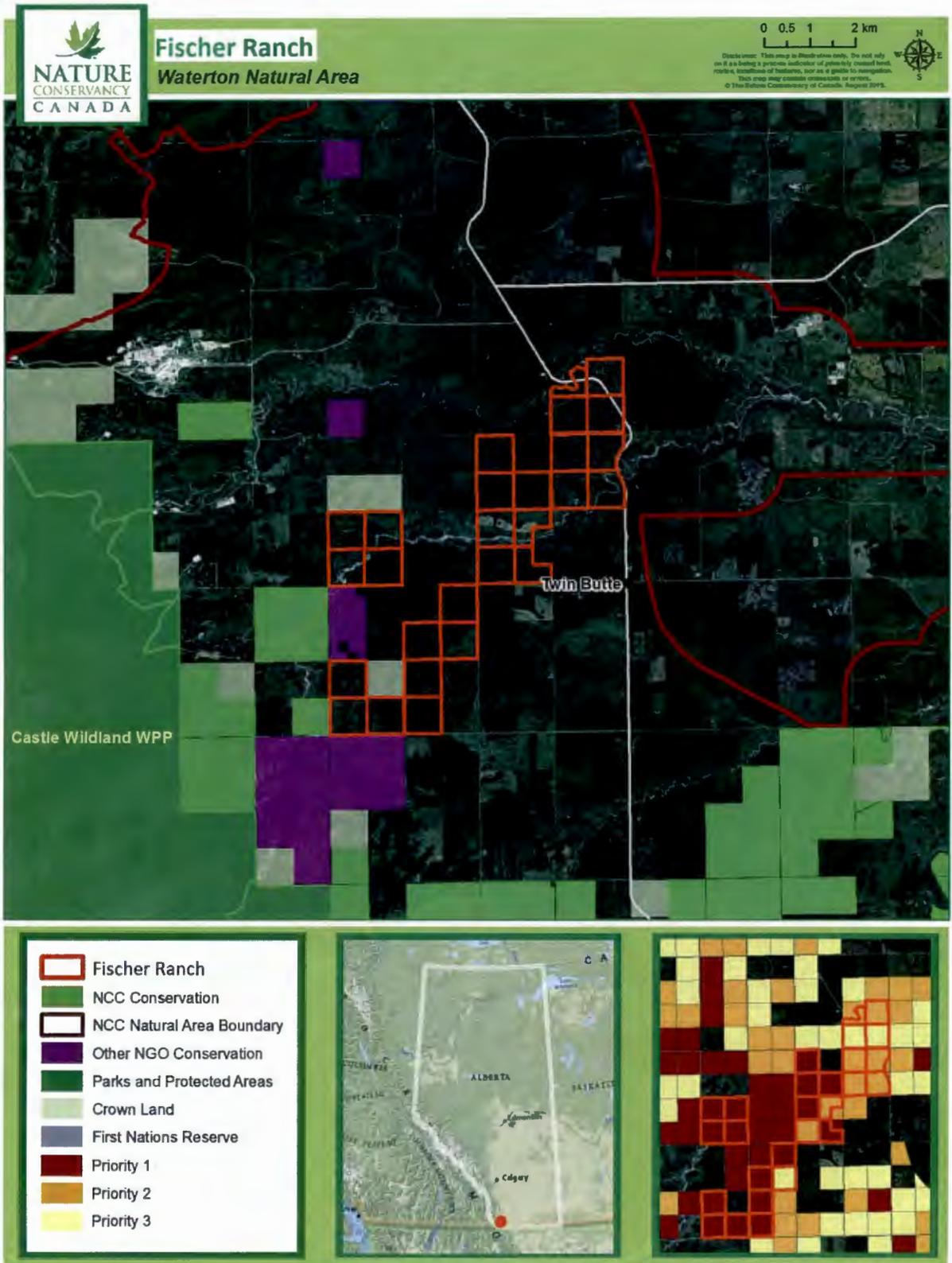
- We agree to waive the 60 day notice period and you may register the Conservation Easement immediately.
- We do not agree to waive the 60 day notice period.

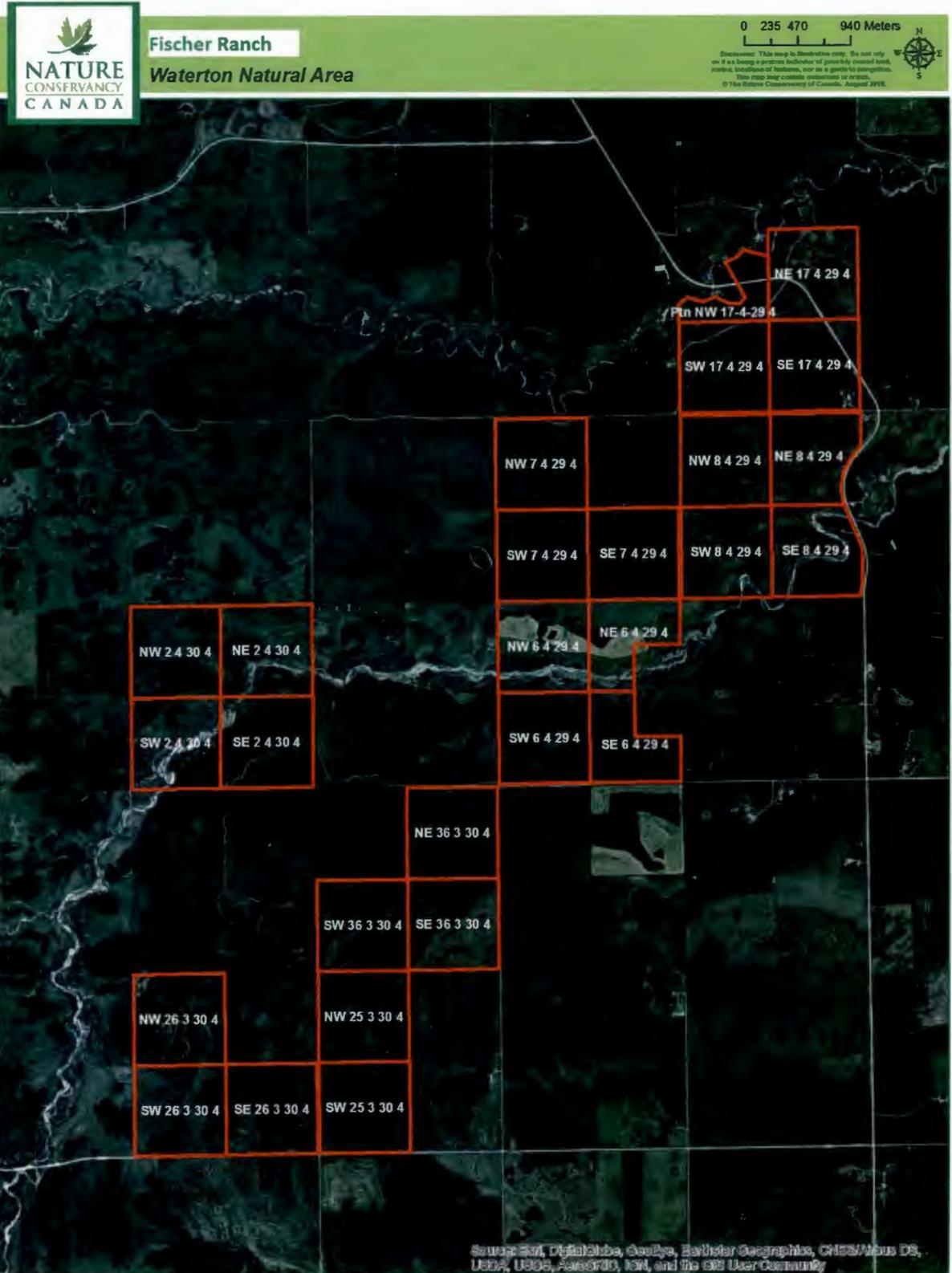
\_\_\_\_\_  
SIGNATURE ACKNOWLEDGING RECEIPT OF THIS NOTICE

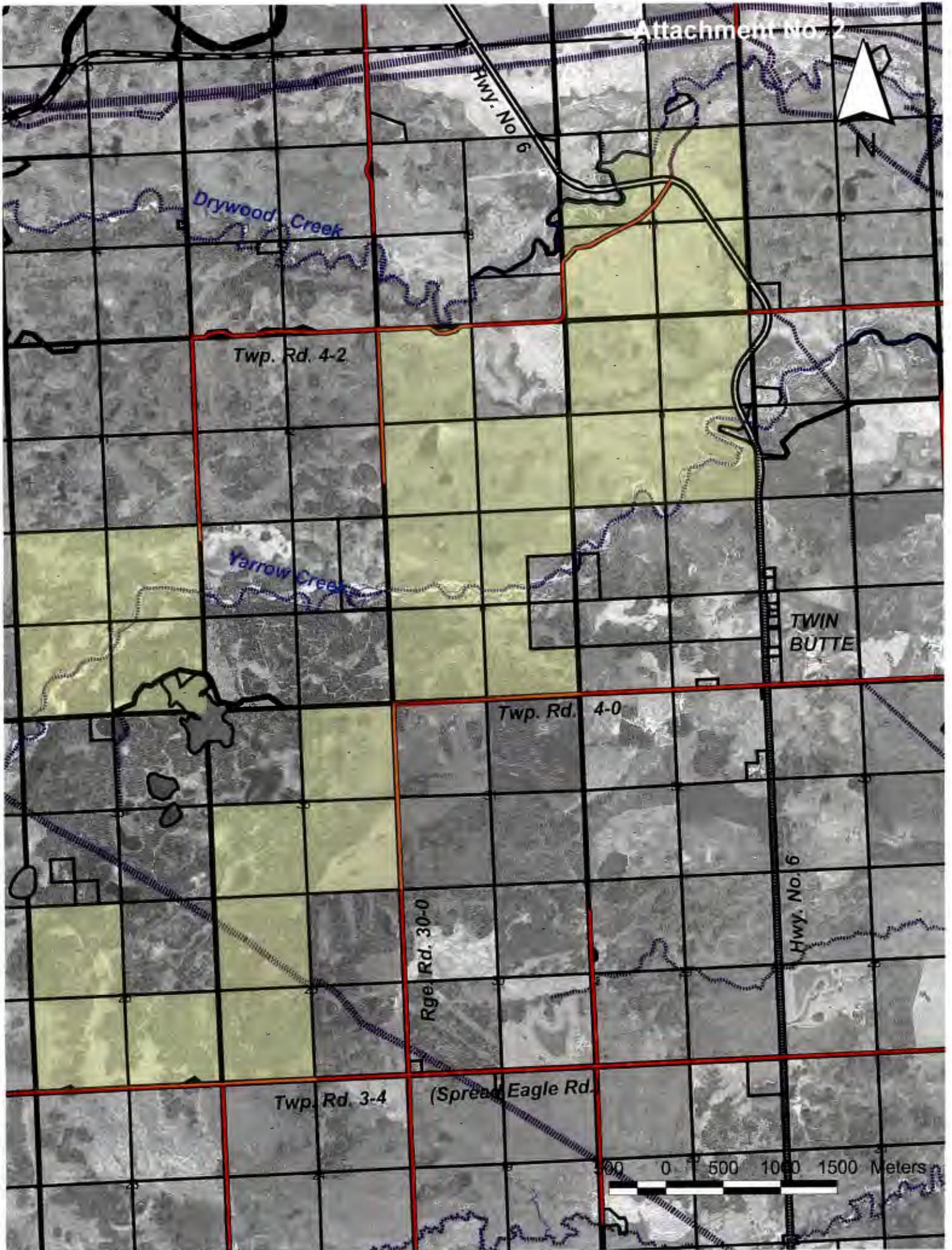
\_\_\_\_\_  
SIGNATURE CONFIRMING WAIVER BY THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 OF THE SIXTY DAY WAITING PERIOD FOR REGISTRATION OF THE CONSERVATION EASEMENT

\_\_\_\_\_  
SIGNATORY'S POSITION WITH THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

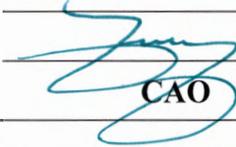
DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.







## Recommendation to Council

<b>TITLE: Carry Forward Reserve – Restriction Adjustment</b>		
<b>PREPARED BY: Meghan Dobie</b>		<b>DATE: April 30, 2020</b>
<b>DEPARTMENT: Finance</b>		
		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	<ol style="list-style-type: none"> <li>1. 2020 Reserve Summary</li> <li>2. 2020 Operating Budget Summary</li> <li>3. Crack Filling/Line Painting Map</li> </ol>
<b>APPROVALS:</b>		
	<i>MAY 7, 2020</i>	
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>
		<i>07 May 2020</i>
		<b>Date</b>

### RECOMMENDATION:

**That Council change the restricted use of carry forward reserve funds from line painting to crack sealing work for \$20,000.**

### BACKGROUND:

Line painting was budgeted in 2019. However, it was not required as it had occurred in the previous year. Usually this operating project occurs every 2 years at the airport and other paved road (32km). Therefore these funds were automatically pushed to the carry forward reserve as the project was anticipated to occur in 2020.

PW has confirmed that line painting is not needed in 2020 and can wait another year. Therefore, as seen in the approved 2020 revised budget, the recommendation was to change the use of these funds in the carry forward reserve, from line painting to crack sealing work.

Crack sealing is required on Highway 3A (11km), Tower Road (6km), Cotton Wood road (5km), South Lundbreck (4km), and the landfill road (6km) for a total of 32km.

As per the MD's reserve policy a council resolution is required for this adjustment.

### FINANCIAL IMPLICATIONS:

April 30, 2020

GL ACCOUNT STRING	Restricted Surplus	Opening Balance	Transfer To Reserves*	Transfer From Reserve	Ending Balance	Notes
6-12-0-735-6735	Tax (Mill) Rate Stabilization	1,091,246	46,055	-	1,137,301	(A)
6-12-0-740-6740	Airport	329,771	-	-	329,771	
6-12-0-742-6740	Bridge Repair and Replacement	2,139,615	400,000	-	2,539,615	(B)
6-12-0-744-6740	Seniors Housing	200,000	-	-	200,000	
6-12-0-746-6740	Emergency Management	47,622	-	-	47,622	
6-12-0-748-6740	GravelPit StrippingReclamation	1,162,461	-	-	1,162,461	(C)
6-12-0-751-6740	M.D. Buildings	200,000	-	-	200,000	
6-12-0-752-6740	Equipment Replacement	2,298,901	800,000	(22,839)	3,076,062	(D)
6-12-0-753-6740	Next Year Completions	143,599	-	(200)	143,399	(E)
6-12-0-754-6740	Town Recreation Facilities	562,044	133,430	-	695,474	(F)
6-12-0-755-6740	Recycle Equipment M.D.	89,388	-	-	89,388	
6-12-0-757-6740	Road Construction	2,362,843	50,000	-	2,412,843	(G)
6-12-0-758-6740	Water Infrastructure	843,341	33,140	(10,366)	866,115	(H)
6-12-0-759-6740	Wastewater Infrastructure	370,495	40,000	(169,112)	241,383	(I)
6-12-0-760-6740	Employee Benefit Obligation	-	75,000	-	75,000	
6-12-0-761-6740	PCES Equipment Reserve	-	50,000	-	50,000	
		<u>11,841,325</u>	<u>1,502,625</u>	<u>(202,517)</u>	<u>13,141,433</u>	

\*Transfers to Reserves are all the 2020 budgeted Transfers

(D) Purchases

	Purchase Price
AES Spray Truck	-
6 Way Plow Attachment - Unit# 007 Loader	22,839
Steamer Unit	-
Standby Generator	-
	<u>22,839</u>

(E) REMO Surplus

	Opening Balance	Transfer To Reserves	Transfer From Reserve	Ending Balance	Notes
REMO Surplus	16,698			16,698	Carryforward surplus for EMA committee - Request for use of funds sent to EMA Committee
Admin Artwork	9,611			9,611	Carryforward - Art Committee
Admin Safety Vests	1,970			1,970	Carryforward -
Bylaw RCMP Contract	200		(200)	-	
Planning Documents	47,500			47,500	Carry Forward - MD Review and Development Plans 2019/2020
PW Gravel Crushing & Royalties	22,620			22,620	Carryforward -
<b>PW Line Painting</b>	<b>20,000</b>			<b>20,000</b>	Project was incorrectly budgeted for in 2019, will be complete in 2020.
Recreation - Ag Society Roof	5,000			5,000	Res: 17/435 Contribution to Ag Society for roof repairs, 2018 - MD Supports Grant Application for new roof. Keep reserve if grant not given
Diamond Software Upgrades	5,000			5,000	Upgraded scheduled for 2019, complete in 2020
Maycroft Road	15,002			15,002	Maycroft Road- Legal fees
Rounding	(2)			(2)	
	<u>143,599</u>	<u>-</u>	<u>(200)</u>	<u>143,399</u>	

(H) Project Name

	Transfers Out
Beaver Mines Water Servicing (BMW S)	6,345
Beaver Mines Distribution & Collection (BMDC)	4,021
	<u>10,366</u>

(I) Project Name

	Transfers Out
Beaver Mines Waste Water Solution (BMW W)	142,382
Beaver Mines Lift Station and Forced Main (BMLF)	26,730

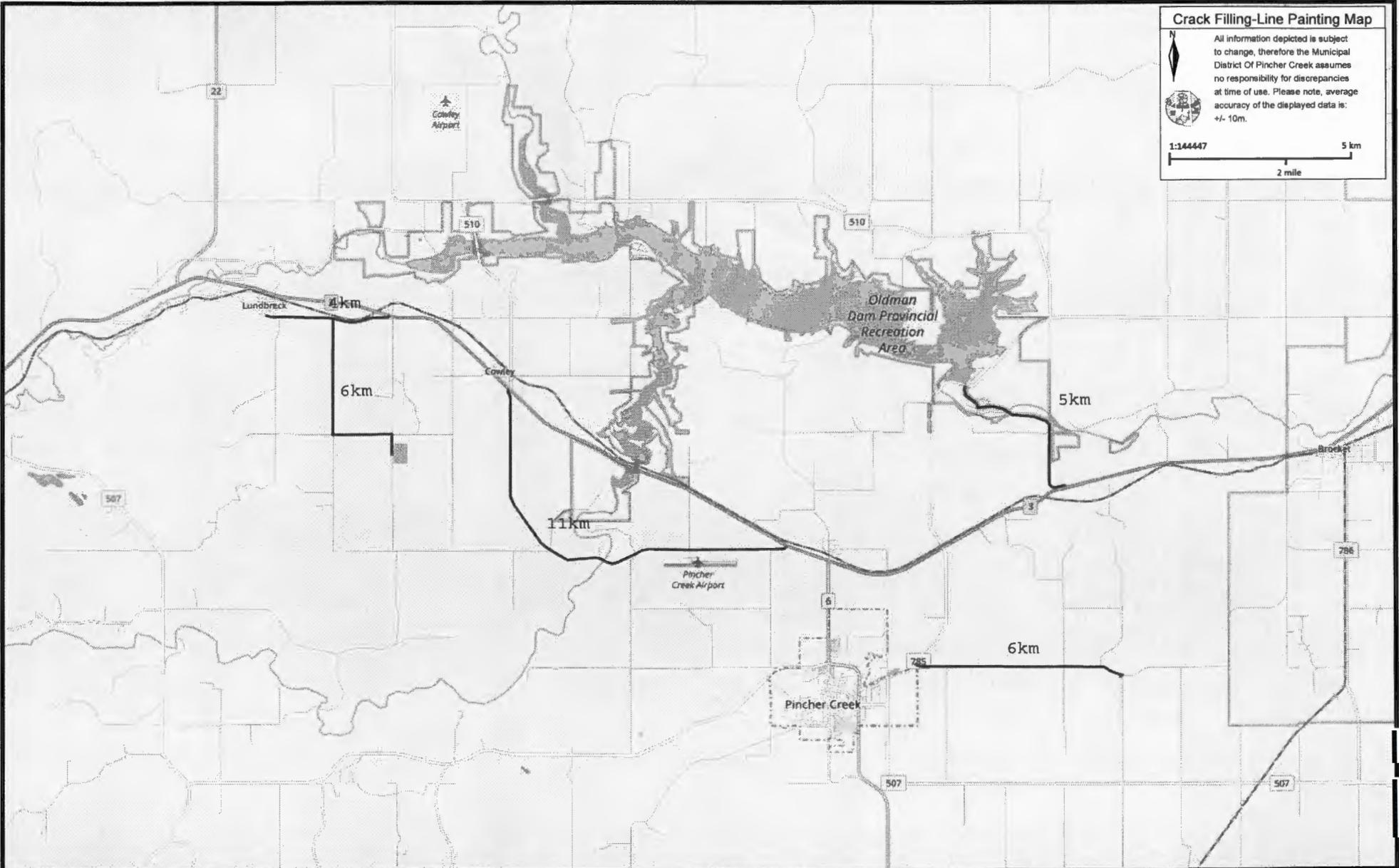
## Budget Adjustments

	Revised Budget	Approved Budget	Change	Comments
Municipal Tax Levy	11,281,275	11,868,575	(587,300)	Adjustment to keep tax rates the same
Tax Penalty	10,000	26,000	(16,000)	Extension of penalty Deadline
<b>Total Revenue Change</b>			<b>(603,300)</b>	
Council - Hotels, Travel, Training, IT	21,750	34,000	(12,250)	Cancellation of RMA and FCM, removal of computer upgrade
Admin - Training	13,690	27,380	(13,690)	Non-Union Training cut 50%
Admin - Janitor	50,000	95,100	(45,100)	New Tender signed in Jan 2020
Admin - IT	117,900	120,400	(2,500)	Removal of new computers for staff with the exception of 1
PW - Wages	2,317,730	2,437,730	(120,000)	Seasonal summer staff down from 7 to 5 (70k), Vacant Operator position will not be filled (50k)
PW - IT	85,730	93,730	(8,000)	Removal of new computers for staff
PW - Training	21,625	26,250	(4,625)	Non-Union Training cut 50%
PW - Contracted Services	921,500	1,111,500	(190,000)	Dust Control Application will now be done internally (195k), removal of shoulder pulling and ditch rehab (20k), misc. increase of 25k for any unforeseen items that come up.
PW - Gravel Crushing Royalty	200,000	250,000	(50,000)	Signed new contracts at Bruder and Mcrae. Royalties will be \$2 per cubic yard.
PW - Dust Control Product	165,000	235,000	(70,000)	Based on the dust control policy (C-PW-009) the MD is doing 34.8km of dust control work in 2020. The approved budget took a very conservative approach and included additional funds for product testing. By bringing the dust control number down by 70k, the MD will not move forward with product testing and the revised budget should be more in line with actuals.
AES - Wages	288,760	298,760	(10,000)	Revised Seasonal Staff wages + savings in Assistant Ag. Feldman
AES - Training	2,000	4,000	(2,000)	Non-Union Training cut 50%
Bylaw - Police Costing	110,000	165,000	(55,000)	Actual policing costs
Planning - Training	1,190	2,380	(1,190)	Non-Union Training cut 50%
Transfer to Tax Rate Stab	46,055	65,000	(18,945)	Lower Transfer to Balance
<b>Total Expense Change</b>			<b>(603,300)</b>	

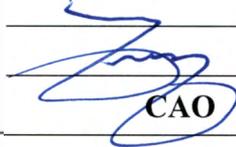
**\*\*Council Resolution required in actuals to adjust carry forward adjustment Line Painting to Crack Sealing**

### Crack Filling-Line Painting Map

All information depicted is subject to change, therefore the Municipal District Of Pincher Creek assumes no responsibility for discrepancies at time of use. Please note, average accuracy of the displayed data is: +/- 10m.



## Recommendation to Council

<b>TITLE: AES Spray Truck</b>			
<b>PREPARED BY: Meghan Dobie</b>		<b>DATE: April 30, 2020</b>	
<b>DEPARTMENT: Finance</b>			
		<b>ATTACHMENTS:</b> 1. 2019 Capital Budget Summary	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
 _____ <b>Department Director</b>	MAY 7, 2020 _____ <b>Date</b>	 _____ <b>CAO</b>	07 May 2020 _____ <b>Date</b>

### RECOMMENDATION:

**That Council approve the \$50,000 capital purchase for a tank/spray boom attachment on the AES spray truck, and for the purchase to be funded from the equipment reserve.**

### BACKGROUND:

The AES road side sprayer, was included in the 2019 capital budget. It was estimated to cost \$131,500 and was to be funded out of the equipment reserve.

In 2019 the truck was purchased for \$60,080, however the purchase for the attachment was not made.

The attachment is estimated to cost \$50,000 and is to be purchased in 2020.

As per section 248(1) of the MGA, a council resolution is required for any capital purchase not included in the 2020 budget.

### FINANCIAL IMPLICATIONS:

\$50,000 equipment reserve

Capital Budget Summary			Sources of Project Funding						
Project #	Service Area	Description	Total Cost	Grants	Debt	Reserves	Operations	Total Revenue	
<b>Infrastructure</b>									
PW-R-1	Roads	Highway 3A - Landfill road repairs	1,070,000			1,070,000		1,070,000	
PW-R-2	Roads	Summerview road surface treatment (4.4 km)	550,000	550,000				550,000	
PW-R-3	Roads	Kerr road surface treatment (4.8 km)	600,000	600,000				600,000	
PW-R-4	Roads	Lundbreck pave and drainage (1st & 3rd Street)	400,000	400,000				400,000	
PW-R-5	Roads	Willow Valley road culvert	500,000	500,000				500,000	
PW-BF-1	Bridges	BF 1744 Pincher Creek (Crook Road)	1,081,000			1,081,000		1,081,000	
PW-BF-2	Bridges	BF 6613 Cabin Creek	982,000			982,000		982,000	
PW-BF-3	Bridges	BF 70175 Spread Eagle deck	100,000			100,000		100,000	
PW-BF-4	Bridges	BF 7235 Scottons	30,000			30,000		30,000	
PW-BF-5	Bridges	BF 76293 Grumpy Road	30,000			30,000		30,000	
PW-BF-6	Bridges	BF 70177 Upper Tennessee overflow	15,000			15,000		15,000	
PW-BF-7	Bridges	BF 8860 Beaver Mines Creek	20,000			20,000		20,000	
PW-BF-8	Bridges	BF 13957 Connelly Creek	18,000			18,000		18,000	
RWCAST	Water	Castle Area water servicing	10,572,000	10,572,000				10,572,000	
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	5,000,000	3,333,332	1,666,668			5,000,000	
BML	Water/Wastewater	Beaver Mines waste water treatment system	5,360,000	4,020,000	1,340,000			5,360,000	
PW-P-1	Parks	Patton Park shelterbelt	28,000			28,000		28,000	
<b>Infrastructure Total</b>			<b>26,356,000</b>	<b>19,975,332</b>	<b>3,006,668</b>	<b>3,374,000</b>	<b>0</b>	<b>26,356,000</b>	
<b>Equipment</b>									
	Public works	Grader	565,000			565,000		565,000	
	Public works	Tandem axle truck with snow plow	500,000			500,000		500,000	
	Water	Water meter reader	14,000			14,000		14,000	
AG-01	Agriculture	Sprayer truck with tank/sprayer boom	131,500			131,500		131,500	
	Administration	Postscript printer	8,000			8,000		8,000	
<b>Equipment Total</b>			<b>1,218,500</b>	<b>0</b>	<b>0</b>	<b>1,218,500</b>	<b>0</b>	<b>1,218,500</b>	
<b>Fleet</b>									
<b>Fleet Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Information Services</b>									
		GPS/GIS Upgrade	53,000	53,000				53,000	
<b>Information Services Total</b>			<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	
<b>Facilities</b>									
ADMIN-SEC-1	Public works/Admin	Security camera system	30,000	30,000				30,000	
PW-O-1	Public works	Electric sliding gate at Public Works yard	75,000	2,500			72,500	75,000	
<b>Facilities Total</b>			<b>105,000</b>	<b>32,500</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>105,000</b>	
<b>Grand Total</b>			<b>27,732,500</b>	<b>20,060,832</b>	<b>3,006,668</b>	<b>4,592,500</b>	<b>72,500</b>	<b>27,732,500</b>	

# Recommendation to Council

G3c

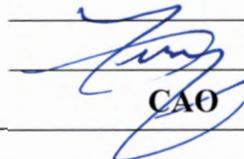
<b>TITLE: PW Security Gate</b>	
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<b>PREPARED BY: Meghan Dobie</b>	<b>DATE: April 30, 2020</b>
----------------------------------	-----------------------------

**DEPARTMENT: Finance**

		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	1. 2019 Capital Budget Summary

**APPROVALS:**

	MAY 7, 2020		07 May 2020
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council approve the 2020 capital purchase for the PW security gate and for the purchase to be funded through operations.**

**BACKGROUND:**

The PW security gate was included in the 2019 capital budget. It was estimated to cost \$75,000 and was to be funded using Operating funds. In 2019 actuals the MD spent \$62,436 on the PW Security Gate, but the project fell behind schedule and was not completed in 2019. Therefore, a portion of those capital costs have rolled into 2020. The cost to complete the project in 2020 was \$6,500.

As per section 248(1) of the MGA, a council resolution is required for any capital purchase not included in the 2020 budget.

**FINANCIAL IMPLICATIONS:**

\$6,500 Operations – Due to the immaterial nature this will be funded through 2020 operations..

## Capital Budget Summary

Project #	Service Area	Description	Total Cost	Grants	Sources of Project Funding			Total Revenue
					Debt	Reserves	Operations	
<b>Infrastructure</b>								
PW-R-1	Roads	Highway 3A - Landfill road repairs	1,070,000				1,070,000	1,070,000
PW-R-2	Roads	Summerview road surface treatment (4.4 km)	550,000	550,000				550,000
PW-R-3	Roads	Kerr road surface treatment (4.8 km)	600,000	600,000				600,000
PW-R-4	Roads	Lundbreck pave and drainage (1st & 3rd Street)	400,000	400,000				400,000
PW-R-5	Roads	Willow Valley road culvert	500,000	500,000				500,000
PW-BF-1	Bridges	BF 1744 Pincher Creek (Crook Road)	1,081,000				1,081,000	1,081,000
PW-BF-2	Bridges	BF 6613 Cabin Creek	982,000				982,000	982,000
PW-BF-3	Bridges	BF 70175 Spread Eagle deck	100,000				100,000	100,000
PW-BF-4	Bridges	BF 7235 Scottons	30,000				30,000	30,000
PW-BF-5	Bridges	BF 76293 Grumpy Road	30,000				30,000	30,000
PW-BF-6	Bridges	BF 70177 Upper Tennessee overflow	15,000				15,000	15,000
PW-BF-7	Bridges	BF 8860 Beaver Mines Creek	20,000				20,000	20,000
PW-BF-8	Bridges	BF 13957 Connelly Creek	18,000				18,000	18,000
RWCAST	Water	Castle Area water servicing	10,572,000	10,572,000				10,572,000
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	5,000,000	3,333,332	1,666,668			5,000,000
BML	Water/Wastewater	Beaver Mines waste water treatment system	5,360,000	4,020,000	1,340,000			5,360,000
PW-P-1	Parks	Patton Park shelterbelt	28,000				28,000	28,000
<b>Infrastructure Total</b>			<b>26,356,000</b>	<b>19,975,332</b>	<b>3,006,668</b>	<b>3,374,000</b>	<b>0</b>	<b>26,356,000</b>
<b>Equipment</b>								
	Public works	Grader	565,000				565,000	565,000
	Public works	Tandem axle truck with snow plow	500,000				500,000	500,000
	Water	Water meter reader	14,000				14,000	14,000
AG-01	Agriculture	Sprayer truck with tank/sprayer boom	131,500				131,500	131,500
	Administration	Postscript printer	8,000				8,000	8,000
<b>Equipment Total</b>			<b>1,218,500</b>	<b>0</b>	<b>0</b>	<b>1,218,500</b>	<b>0</b>	<b>1,218,500</b>
<b>Fleet</b>								
<b>Fleet Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Information Services</b>								
		GPS/GIS Upgrade	53,000	53,000				53,000
<b>Information Services Total</b>			<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>
<b>Facilities</b>								
ADMIN-SEC-1	Public works/Admin	Security camera system	30,000	30,000				30,000
PW-O-1	Public works	Electric sliding gate at Public Works yard	75,000	2,500			72,500	75,000
<b>Facilities Total</b>			<b>105,000</b>	<b>32,500</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>105,000</b>
<b>Grand Total</b>			<b>27,732,500</b>	<b>20,060,832</b>	<b>3,006,668</b>	<b>4,592,500</b>	<b>72,500</b>	<b>27,732,500</b>

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

April 29, 2020 – May 12, 2020

## DISCUSSION:

Apr 29	Post Council action items and letters with Exec. Assistant McClelland Brownlee Meeting for PCCELC Capital Funding Agreement CAO Meeting with Town
Apr 30	SMT (Sr. Mgmt Team meeting) PCREMO Planning Meeting for COVID-19
May 01	PCREMO Update with DEM Safety Registration with AMHSA (AB Mun. Health and Safety Assoc.)
May 04	Safety Review and Operations with Summer Staff – onboarding SMT (Sr. Mgmt Team meeting) CAO's meeting with DEM and Section Leaders of PCREMO Town Hall Meeting with Min. Shandro and Madu re COVID-19 Ops. Town Hall Meeting with Premier Kenney and Cabinet re COVID-19 Ops.
May 05	Brownlee Conference Call – PCCELC Gladstone Rd inspection with Road Supervisor and crew Patton Park Lease Agreement with Society Reps Municipal Planning Commission
May 06	PCCELC presentation to CAO and CFO of Town ICF Meeting Prep Safety meeting Prep with Safety officer and Co-chair Oczkowski PW Informal Inspection with Safety Officer
May 07	Council Package Day PCREMO Planning Meeting AES Site Inspection – Airport ICF Committee Meeting with Town
May 08	Staff Meeting Conference Call Rural Municipalities of Alberta Conference Call
May 11	SMT (Sr. Mgmt Team meeting)

- Numerous other meetings throughout this period to address any issue or tasks from the April 28<sup>th</sup> meeting.

## Upcoming Meetings

- May 13 will be our Joint Worksite Health and Safety Committee meeting
- May 13 is also the next EAC Meeting that has been called
- May 15 is our first work with the AMHSA AGM

## Points of Interest

- Flags were lowered on Apr. 28 in respect for the National Day of Mourning and a moment's silence was observed at our Committee meeting at 1100 hrs

**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period Apr 29, 2020 – May 12, 2020.

Prepared by: Troy MacCulloch, CAO  Date: May 07, 2020

Respectfully presented to: Council Date: May 12, 2020



## Grant Specialist Project

### Report to Councils March 2020

As we are now more than 18 months into the project I am starting to work with organizations more on stacking funding and sending out targeted opportunities rather than just lots of information which may or may not be used. For example, organizations with more unusual projects may have to wait 6 months or more before a funding opportunity comes along. As I am now aware of the need I can guide the organization better.

Organizations are feeling more comfortable in coming to me with requests and ideas, brainstorming ways of using available opportunities. Getting written quotations continues to be a challenge.

There are several organizations in the community that use my services as a research and guidance tool preferring to apply for grants themselves, therefore as I am not involved in the writing of the grant I do not include those statistics.

Number of Organizations with files	94
Number of Organizations consistently working with	43
Funding Applied for	\$1,842,963.00
Funding Received	\$675,399.00
Funding Outstanding	\$622,965.00
People on the mailing list	74

SASCI will be getting an account with Constant Contact that will enable me to send out grant information through a more reliable source than simply by email.

The Investment Readiness Program was very well received, I assisted the Rotary with their project application. It was quite a lengthy process and application being run by the Federal Government and the local Community Foundations. Caitlyn at the Foundation was very helpful as usual. There will be a second round of this first phase funding for social enterprise in the fall. There were several organizations that wanted to apply for this but were just not quite ready. I will be working with them to get them ready for the fall round. There was quite a bit of confusion around the meaning of 'Social Enterprise'.

We lost STEP this year, so the Canada Summer jobs funding was applied for instead by a couple of groups. It was a very tight deadline and notifications were sent out late by the Government, this may work in our favour as we were able to react quicker than many other regions.

The Province is taking longer and longer to let organizations know about CFEP, we are now up from 4 months to about 7 months, therefore it is more important than ever that projects are shovel ready so that we can meet these deadlines and plan ahead.

We have applied for several grants for the two daycare projects. Unfortunately, as there was some confusion with the type of non-profit registration we were seriously delayed and it also meant that the main grant we applied for (\$1M) was rejected. As the project is now well underway and the majority of grants will not fund retroactively, we will have to concentrate on funding for the interior outfitting and the outside play areas.

I have moved offices to The Annex and this seems to be working well. There have been a number of meetings happening while I am there that I have been called into on an impromptu basis.

Stacking funding we are almost fully funded for the Rodeo grounds roof upgrade, the Castle River Rodeo grounds building upgrade and working with the Pincher Creek Community Hall to do the same with their flooring upgrade.

Pincher Creek is a very refreshing community to work with. You have a wealth of enthusiastic and dedicated volunteers of all ages that are willing to give their time to better their community. I am honoured to help them in their funding needs.

Liza Dawber  
Pincher Creek Community Grant Specialist  
SASCI  
403-682-7421  
grants@pccdi.ca

# BOARD REPORT



**CHINOOK**  
ARCH **REGIONAL**  
**LIBRARY SYSTEM**

CHINOOK ARCH LIBRARY BOARD MEETING - APRIL 2, 2020

## CHINOOK ARCH AND COVID-19 PANDEMIC RESPONSE - UPDATE

As a result of an order from Alberta's Chief Medical Officer of Health, all public recreational facilities have been closed in an effort to slow the spread of the virus that causes COVID-19. Public libraries are included in this order. Chinook Arch remains operational, with some service reductions.

Services that have been impacted include: cataloguing and processing, interlibrary loans, and delivery. In-library programming is being reconfigured for online delivery. Chinook Arch continues to offer IT support, consulting support, and direct support to patrons, many of whom are attempting to access OverDrive, hoopla, and other online services for the first time. Chinook Arch has also purchased a subscription to Zoom videoconferencing, and has made it available to member libraries and boards that wish to hold virtual meetings. Libraries continue to order materials, and Chinook Arch is ensuring that those orders are processed. To meet increased demand, Chinook Arch has invested additional funds in online resources.

## APRIL BOARD MEETING SUMMARY

Due to the COVID-19 Pandemic, the regular meeting of the Chinook Arch Library Board was moved online. Trustees were provided with the meeting materials (with enhanced explanatory notes), and then invited to cast their votes using an online survey tool. A Zoom meeting was also scheduled for the time of the regular meeting, and trustees were invited to join the meeting to ask any questions they had about the contents of the meeting package. A total of 31 trustees cast votes online, with every motion but one passing unanimously.

Important agenda items included the 2019 Annual Reports for Chinook Arch, and its two outlet libraries, along with the 2019 Audited Financial Statements. Chinook Arch received a clean audit opinion from its auditor, Insight LLP

of Lethbridge. The Board ended the year in a solid financial position, with a modest surplus after year-end transfers to pay for reserve-funded projects completed during the year.

Surplus funds from the building renovation project will be transferred back into the Building Reserve once the final building project report has been submitted and approved by Municipal Affairs. These funds will replenish the reserves that were depleted to complete needed repairs done before the receipt of the building project funds.



## BOARD MEMBERS PRESENT

**\*Note that the April "meeting" was held virtually due to the COVID-19 pandemic. The following members cast a vote online. In addition, three members cast a vote but did not identify themselves; therefore, their vote is not counted here.**

Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Kainai Board of Education	Linda Weasel Head
Lethbridge	Heather Woodruff
LPL Resource Centre	Wendy Kalkan
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Sandra Baker
Raymond	Joan Harker
Taber	Carly Firth
Taber MD	Tamara Miyanaga
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
Waterton	Lesley Little
Willow Creek MD.	Maryanne Sandberg
Ministerial Appointment	Vic Mensch

## LIBRARIES UNDER COVID-19

With all Alberta libraries closed to the public, libraries and library systems are finding innovative ways to continue to serve their patrons. Several libraries in the Chinook Arch region are offering curbside pick-up service, with library staff placing bags of materials outside the library for patron pick-up. Readers are increasingly turning to ebooks and audiobooks, which are available from the Chinook Arch website. Daily usage of these services has increased an average of 33% compared to February. Patrons are borrowing almost 900 items per day from OverDrive alone! Programming is moving online as well, with the Digital Literacy Exchange Program and Seniors and Intergenerational Program classes being configured for remote delivery. And watch for a virtual Summer Reading Program in 2020!



### Libraries across southern Alberta take part in Chinook Arch's Senior and Intergenerational Programs.

*Top Left : Jim and Mary Kearl Library of Cardston  
Top Right: Barnwell Public Library  
Bottom: Milo Library*

## POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Planning & Facilities Committee Timeline and Workplan
- Finance & Personnel Committee Timeline and Workplan
- Marketing/Communications Committee Timeline and Workplan

## CONTACT US

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/  
chinook.arch7



@chinooklibs



@chinooklibs

## Community Foundation Personnel Updates

Although we are late with this notice – we were hoping to do it with a lot more fanfare – the sentiment remains the same: the Community Foundation is delighted to announce the addition of Kaitlynn Weaver to our team as the new Community Knowledge Coordinator. Kaitlynn joined us on March 16, 2020, the day before our office closed its doors due to the COVID-19 pandemic.

Kaitlynn initially began working with the Community Foundation in a volunteer capacity as a member of our Vital Signs Committee in May 2017. A graduate of the University of Lethbridge, Kaitlynn has a strong background in (and love for) research and writing. Kaitlynn's previous experience includes working with Barons-Eureka-Warner Family and Community Support Services and the Boys and Girls Club as the Youth DO Crew Coordinator. She is looking forward to further developing her connections with charities in the community of Southwestern Alberta.

At the end of March, our team said a socially distant “see you soon” to Rob Dowell, Kaitlynn's predecessor. Rob joined our team in June 2017 as our first Research and Community Knowledge Coordinator. While the bulk of his portfolio was researching and writing our various publications, Rob was always willing to help out with all the many other office tasks, no matter how big or small. In addition to his exceptional writing skills, Rob was also invaluable when we had problems with technology.

Rob resigned from his position at the Community Foundation to move to England, a move that has been temporarily put on hold due to the COVID-19 pandemic. This delay will allow our team to give him a proper farewell at the first appropriate opportunity, and to thank him for his friendship and his many contributions over the past few years. Rob is definitely missed, but we wish him well with this next chapter in his life.

Our team continues to work from home, but we look forward to being back in the office and able to see all of you again soon. In the meantime, please let us know if there is anything we can do to be of assistance to you. You can reach us at the following email addresses:

- Charleen Davidson: [cdavidson@cflsa.ca](mailto:cdavidson@cflsa.ca)
- Caitlin Gajdostik: [grants@cflsa.ca](mailto:grants@cflsa.ca)
- Kaitlynn Weaver: [research@cflsa.ca](mailto:research@cflsa.ca)

We recognize that the addition of a second Kaitlynn to the team will be a bit confusing for the first little while, so please specify if you're looking for Grants or Research if you call in. We'll sort it out together.

Stay healthy,

The Community Foundation Team

Community Foundation of Lethbridge and Southwestern Alberta | 1202 2nd Ave S Unit 50,  
Lethbridge, Alberta T1J 0E3 Canada

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# PINCHER CREEK

& DISTRICT

## CHAMBER of COMMERCE

May 6, 2020

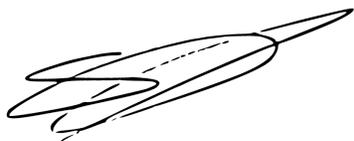
MD of Pincher Creek Reeve and Council,

We would like to formally invite you to our Annual General Meeting on Tuesday, May 19, 2020 at 7:00p.m. This years AGM will be held virtually on zoom, the meeting ID is:

There is no formal RSVP required as this will be a virtual meeting however your attendance is welcomed.

We appreciate the continued support from the MD of Pincher Creek and hope to “see” those who are available on the 19<sup>th</sup>.

Thank you,



Sam Schofield  
President  
Pincher Creek & District Chamber of Commerce



H2e

RECEIVED  
APR 27 2020  
M.D. OF PINCHER CREEK

April 20, 2020

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

Dear Reeve Hammond,

I hope that this letter finds you and your loved ones safe and healthy. During this uncertain time, I am happy to share with you the most recent edition of our annual *Giving Together* publication. This publication is full of examples of the extraordinary things that happen when a community comes together. Now more than ever, we need stories of inspiration to lift our spirits and bring us joy. I personally feel very fortunate to live in such a generous and giving community.

Although our office is closed, it is “business as unusual” as our team works hard from home to continue to support our community. In March, our Board of Directors allocated \$375,000 to a newly established COVID-19 Response and Recovery Grants Program, which will provide financial support to charities working on the frontlines of the pandemic. The current priorities this program will support are food, shelter, health care, and families with children. We hope to announce the grant recipients from the first round of funding later this week.

In support of this fund, the Government of Alberta announced a Charitable Giving Matching Donation Program. Starting April 15 and ending May 31, the Alberta government will match, dollar-for-dollar, donations up to \$2 million to the existing fundraising initiatives of seven Alberta charities responding to the COVID-19 pandemic, including us.

We fully acknowledge that this is a difficult time and that many Albertans are experiencing financial hardship. However, if you are in a position to donate, please consider working with us to leverage your gift to bring additional dollars in to support our community. Your donation is eligible for a tax receipt and it will not be subject to any administration fees. Donations made specific to the COVID-19 Response and Recovery Grants Program will go right back out to support the community; they will not be added to our endowment fund.

If you are interested in supporting the Response and Recovery Grants Program, please contact me directly through my email, [cdavidson@cflsa.ca](mailto:cdavidson@cflsa.ca). You can also donate online through the Community Foundation of Lethbridge and Southwestern Alberta’s listing on [CanadaHelps.org](https://CanadaHelps.org)—choose “COVID-19 Response and Recovery” from the funds listed. With the community’s generous support – combined

with the Government of Alberta's Charitable Matching Donation Program – our work will have an even greater impact on the well-being of Southwestern Alberta.

For most of us, this is an unprecedented moment in our lives. We do not know how or when this pandemic will end. We do know, however, that Southwestern Albertans have a long history of charitable giving, especially in times of difficulty. I am confident that by working together and supporting each other, we will get through this challenge. Please do not hesitate to contact me if there is anything you need, or anything we can do to be of assistance.

Best wishes,

A handwritten signature in black ink, appearing to read "Charleen Davidson". The signature is fluid and cursive, with a small loop at the end.

Charleen Davidson  
Executive Director



*Highway 3 Twinning Development Association*

## **NOTICE OF ANNUAL GENERAL MEETING**

*June 5, 2020*

*9:30am to 10:30am*

**ZOOM Conference Call**

*(click or copy below link into browser to join)*

<https://us02web.zoom.us/j/81469384668?pwd=SWVXM29oaWM1dWtGSFJ1NEh5MTY3QT09>

**Meeting ID: 814 6938 4668 - Password: 492403**

*If your internet is slow, join by phone: Call 587-328-1099*

### **CALL FOR NOMINATIONS:**

**Board of Directors**

**Executive Committee**

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

In accordance with the bylaws; Each year at the annual general meeting of the Association membership shall elect a Board of Directors. Any individual who is appointed as a representative of a member pursuant to Article III is eligible to be a member of the Board of Directors of the Association. Each Officer or Director, whenever elected, shall hold office for a term of two years. \*Please NOTE: In order to provide for future succession, 30% of 2020 Board of Directors shall have a one-year term and the remaining 70% will have a two-year term.

**The Board of Directors shall be comprised of a minimum of eight (8) and maximum of (15) members and represent:**

*Municipal Government* (minimum of 4 and maximum of 8) *two shall hold a 1-year term*

*Business/Industry Stakeholder* (minimum of 1) *2-year term*

*Directors-at-Large* (up to 6, with up to 3 of these non-voting advisory reciprocal members) *two shall hold a 1-year term*

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

President  
Vice-President  
Treasurer  
Secretary  
Director-at-large

Please complete the Nomination Form included. To ensure adequate time to prepare for the AGM, Nominations must be emailed to the Highway 3 Twinning Development Association at [admin@twin3.ca](mailto:admin@twin3.ca) **no later than Monday, June, 2020**. Nominations may also be made from the floor during the Annual General Meeting.

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

The **Board of Directors** meet approximately 6 times per year, 5 in Lethbridge and 1 in Taber, from 10am to Noon the first Friday of the month (always prior to Mayor's and Reeves meeting). Directors are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities or presentations within your region.

Meeting dates for the remainder of 2020 are:

September 11 – Friday - Lethbridge
November 6 – Friday - Lethbridge

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

The **Executive Committee (Officers)** meet approximately 9 times per year in addition to approximately 6 Board meetings, in locations between Fort MacLeod and Bow Island (as selected by the Officers, or by Conference Call during the Pandemic) from Noon to 2pm the Fourth Monday of the month (unless a holiday, at which time it will be a Tuesday). Officers are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities or presentations. Officers are responsible to represent the membership in the operational oversight of the Association, and report to the Board and general membership.

Meeting dates proposed for the remainder of 2020 are:

August 31 – Monday - Taber
September 21 – Monday - Lethbridge
October 26 – Fort MacLeod
November 23 - Taber

Meeting preparation requires 30-60 minutes of pre-reading, depending on the agenda. A meeting package is provided prior to the meeting. Emails may be exchanged between meetings.

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



## *Highway 3 Twinning Development Association*

# **BOARD NOMINATION FORM**

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

Members interested in a position on the Board of Directors are encouraged to complete this short Nomination form and submit to [Admin@twin3.ca](mailto:Admin@twin3.ca) by no later than June 1<sup>st</sup> 2020.

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

Municipality, Group or Business Nominee will represent:

\_\_\_\_\_

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

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

Preference for Term Position (Bylaws allow 1-year and 2-year terms) circle one

1-year

2-year

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