

AGENDA  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
March 11, 2025  
11:00 am  
Council Chambers

- 1) Approval of Agenda
- 2) Delegations
  - a) 11:00 am to 11:20 am - Maycroft Road (Heather Smith)
- 3) Closed Session
  - a) Public Works Call Log – FOIP Sec. 24.1
  - b) Tax Discussion – FOIP Sec. 24.1
- 4) Newsletter Discussion
- 5) MD of Willow Creek ICF Discussion
- 6) Round Table
- 7) Adjournment



**VISION/**Where the Rockies meet the prairies, the MD of Pincher Creek promotes sustainable growth while taking pride in its Western heritage and unique natural environment.

**MISSION/**We are a multi-generational rural community that celebrates a mix of heritage and progress while attracting responsible development.

## ONGOING WATER CRISIS UPDATE

There has been no shortage of news and updates regarding Alberta's and the MD of Pincher Creek's drought and water situation over the past year.

In mid-August, the Oldman Reservoir level dropped below both of the MD's intakes within the Reservoir. These intakes and the associated water plant supply water to Lundbreck, Beaver Mines, Castle Mountain Resort, the Village of Cowley, and Castle Provincial Park. The MD went into Extreme water restrictions, and was forced to begin trucking both potable and raw water. We thank residents and businesses whom have made sacrifices to exceed the requirements of these restrictions. Water usage within the MD is metered and we have tracked a reduction in usage compared to previous years. There continues to be a critical need to restrict water usage.

Since the mid-August breach, the MD has been hauling water daily, roughly costing \$2.50 per 100L (25 gallons) hauled. Every liter saved makes a difference. In late December, 2023, with the assistance of Vidmar Contracting and DMT Mechanical Ltd., the MD was able to get a pumping/pre-treatment setup installed in the reservoir, which has been pumping water from the historic Crowsnest River into our existing intakes every day in 2024. This system comes at a cost too, but it has drastically reduced our hauling (the system pumped roughly 75% of required volumes over the Winter) and the cost burden of the crisis. To get the setup installed, the MD needed to wait until access to the river was possible and for the river to "clean-up" to a point where the water could be treated. Many other initiatives were investigated to temporarily lower costs, including but not limited to:

- A one-time mass transfer of raw water into temporary over winter storage.
- Temporary overland pumping of raw water from upstream and downstream cleaner sources.
- Emergency groundwater wells.
- Bringing old intakes in the Castle and Crowsnest Rivers back online with temporary treatment locations.
- Reversing sections of the water transmission line.

The temporary pumping solution proved to be the most cost effective and feasible from a regulatory and timing perspective. While the ongoing crisis has no doubt caused stressed among residents, business owners, farmers, and ranchers, the MD has recognized the criticality in supplying safe water and we are happy to have supplied clean water without any boil water advisories or shutdown in operations.

For "What's Next"... see page 3



## IMPORTANT TAX DATES:

**Assessment Complaint Deadline - July 2nd**

**Property tax payment deadline - June 30th**

**Penalties apply to outstanding tax as follows: July 1st 2%, November 1st 4%,**

**January 1st 12%**



# Reuse & Recycle Fair

Saturday, June 8 from 10 a.m. to 2 p.m.  
1037 Heron Ave, Eco Centre/MD Office



## ECO CENTRE INFORMATION

The Eco Centre location is 1036 Herron Ave (between the MD Administration building and Public Works shop).

Hours of operation are 7:30 am to 5:30 pm 6 days a week (closed on Mondays and Holidays).

Hazardous materials will not be accepted and would need to be taken directly to the landfill.

Bins include household refuse, recycling (plastic/cardboard/paper/metal), appliances, furniture, and yard waste. The Eco Centre is for both Town and MD residents.

Operational changes may be made moving forward depending on feedback from the public. For questions specific to the Eco Centre and what can be brought, please contact Pincher Creek Waste & Recycle Centre directly at 403 628-3849, all other inquiries can be made to your local municipal office.



Burn Permits are required 12 months of the year for any sort of burning, including fire pits, controlled burns, etc. You can apply online at [www.pincherfire.ca](http://www.pincherfire.ca) or in person at Pincher Creek Emergency Services (Fire Hall) 655 Charlotte Street Pincher Creek (403) 627-5333



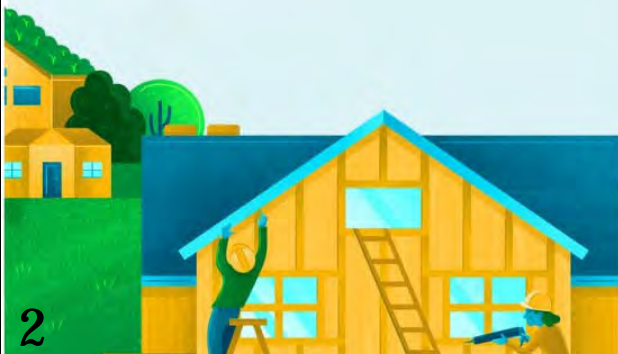
## Pincher Creek



## CLEAN ENERGY IMPROVEMENT PROGRAM

A different kind of financing  
For renovations that make a difference

Finance energy efficiency improvements  
through your property taxes



[myCEIP.ca/pincher](http://myCEIP.ca/pincher)



## ALBERTA RURAL CRIME WATCH



The Rural Crime Watch program's intent is to provide extra “support” for the RCMP. The focus is on promoting crime prevention through awareness, education, and encouraging reporting of suspicious activity when observed.

The program is completely voluntary and involves rural residents working in cooperation with their local RCMP detachments.

Southwest Alberta Rural Crime Watch Association  
Box 2074 Pincher Creek, Alberta T0K 1W0  
swarcw@gmail.com

## RAVE OPT-IN FOR COMMUNITY WATCH ADVISORIES FROM ALBERTA RCMP

RAVE is a web-based communication platform that RCMP officers are mandated to fan out real-time alerts to community members in Alberta. Alerts are operational and educational. They might look like BOLOs (Be On the Look Out), Crime Prevention, Victim Services, and District reports. Alerts are sent via email, text message or phone call – preference is on the account user.

Login & Sign-Up Portal:

<https://www.ruralcrimewatch.ab.ca/l/rave>



## WHAT'S NEXT?

The MD has been tracking levels within the Oldman Reservoir daily, along with surrounding snowpack. Recent March/April snowfalls have slightly improved the outlooks, but the Oldman River Basin run-off forecast remains below average, with a few outliers much below average. Without a significant change in precipitation, we are anticipating the drought and water supply crisis will continue, with a potential relief period of unknown duration during runoff.

The MD recognizes this will not be the last time we are in such a drought situation. We are working hard to build more resiliency into the water supply and have investigated projects which would help mitigate the effects of drought on our water supply.

In Autumn 2023, a few projects were narrowed down. In which construction timing, feasibility, and cost were most favorable. The MD began geotechnical and hydrogeological study on constructing below surface intakes within the Oldman Reservoir, with hydraulic connection to the historic Crowsnest River, allowing us to use existing licensed water allocations. Camfield Groundwater Services provided historic data from wells drilled in the 1980s for Cowley to support the study. With reasonable results out of the study, the MD began the design and regulatory process to construct large diameter vertical infiltration structures within the reservoir, piping them back to our existing infrastructure North of Cowley. Seven (7) authorizations were required from various Federal and Provincial departments prior to work beginning.

The MD received these approvals in unprecedented timing and began laying rig mats in the reservoir to drill the initial structures in mid-March, with drilling starting shortly thereafter.

The MD, our engineers, and contractors are working diligently with the goal of completing work within the reservoir prior to Spring run-off interrupting construction.

Updates related to this project are evolving daily. We will not know the final production rate of the new structures until additional testing is complete final license to operate is granted. The MD has applied for funding through Alberta Transportation and Economic Corridors (ATEC) to cover the majority portion of the projects costs, along with a secondary large volume raw water storage project (depending on the success of the initial project). No official approval for external funding has been received at time of printing.



## STRATEGIC PLAN

In the spring of 2023, the Municipal District of Pincher Creek Council gathered with their senior managers to determine how best to meet the needs of those who live in the Municipal District and those who work there. Out of the ideas and knowledge that the group provided, this strategic plan was built.

The plan is made up of our expressed goals for the MD and provides residents, businesses, organizations, and other community stakeholders with an indication of where the MD of Pincher Creek is headed. The plan provides the MD with direction to build its own future over the years of this Council and beyond.

Please review the document in its entirety on the MD website at [www.mdpinchercreek.ab.ca](http://www.mdpinchercreek.ab.ca).

## AES RENTAL EQUIPMENT

- Solar Powered Portable Watering System \$150 per 2 week period + \$150 damage deposit
- Electric Fencing Unit \$150 per 2 week period + \$150 damage deposit
- Cattle Squeeze w/ palpation cage \$40 per day + \$20 damage deposit
- Loading Chute \$40 per day + \$20 damage deposit
- Electronic Scale \$40 per day + \$20 damage deposit
- Portable Panels \$40 per day + \$20 damage deposit

The damage deposit will be refunded when the equipment is returned in working condition and

## CHANGES TO HAY PERMITS

Corporate Policy C-PW-025, Cutting Hay on Municipal Roadways, was reviewed and revised by Council on February 27, 2024.

The following are the changes to the policy:

- Permits will be issued to adjoining property owners only upon receipt of a written application received by **May 15**, of each year.
- Written applications received from ratepayers who are not adjoining property owners will be accepted after May 16 of each year with permits being issued by the end of May.
- Not perform haying operations during local fire bans.
- Without limiting its own obligations herein and at its own expense, provide and maintain, in accordance with the Insurance Act, RSA 2000, c. I-3, as amended and replaced from time to time, liability insurance in an amount not less than \$2,000,000. Proof of insurance satisfactory to the Municipality in the form of a certificate of insurance must be attached to this Permit to be valid.

## WEED NOTICES

We realize the 99% of landowners are aware that if you have, or think you have, an infestation of regulated invasive plants (weeds!) that for Prohibited Noxious weeds, the Weed Act states that the landowner is responsible for the eradication of these plants.

The MD's Agricultural and Environmental Services (AES) department are here to do everything we can to help with this process. It begins with talking and working with landowners that have these species of plants on their properties. This has been the most effective way to achieve our goals and will probably always be the most effective way since the more parties invested in getting rid of these plants, the more likely it is to happen.

The MD has seen the change through time that we are getting more and more absentee landowners. When discovered through regular inspections, the MD will be sending letters of notice that these plants are present on these properties. If there is no answer, the MD will be sending what is called a Weed Notice. For infestations of Prohibited Noxious weeds, this means that landowners will have a certain amount of time (stated on the Notice) to eradicate those plants. In the Weed Act, that means destroying all growing and propagating parts of the plant. All parts of the plant and its seeds and roots must be removed and destroyed.

With Noxious weeds, the requirements are a little less onerous. Landowners have to do control the propagation of these particular plants. There are several different methods of control. Depending on the plant, pulling the plants is common, plowing them up or to mowing them down, and it is also works to spray them with an approved herbicide. As long as the particular plants are not being spread further and are being reduced in number, which is a great start. Ultimately we want that plant gone, or as close to it as possible. The sooner that's done the faster you can check that job off the list

The MD is very aware that not all weeds are created equal. Our AES department's purpose is to work with landowners to help you get this done to the best of everyone's abilities. If you have any questions, call the Agricultural Fieldman at 403-339-8741 to find out what works and what doesn't. Our goal is to keep these plants from spreading any further, and hopefully, with landowner's help, both Noxious and Prohibited Noxious weeds can be eradicated

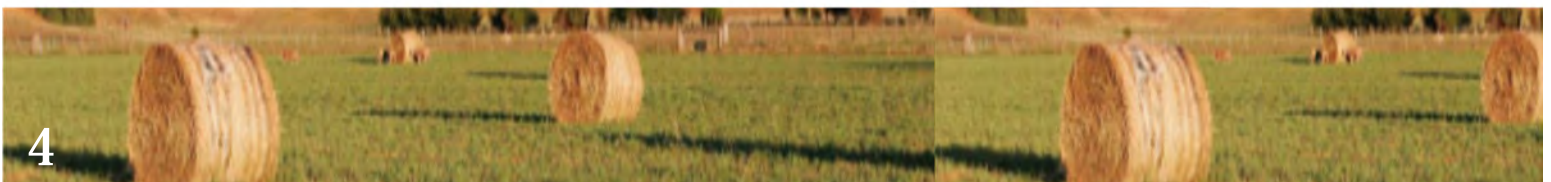
### Premix Sales (Weed Spray)

Available to Order: May 15 through September 15

call (403) 627-3130 Monday to Friday

**PICKUP AVAILABLE THURSDAY'S AT THE AIRPORT ONLY**

Available to MD of Pincher Creek residents ONLY/Limit of ten (10) jugs per order. Jugs are 10 Liters



## WORRIED ABOUT ENOUGH MONEY TO PAY YOUR TAXES BY JUNE 30TH?

Enroll in the Tax Installment Payment Plan (TIPP).

A monthly payment will be debited from your bank account. Payments are spread out over the year, rather than having to pay by June 30<sup>th</sup> to avoid penalties. While enrolled in the TIPP program, penalties are waived. Enrolment will require a catch up payment to pay the monthly payments missed from January to the date of enrollment. **The enrollment deadline for 2024 is May 31<sup>st</sup>.**

Note: tax arrears from prior years must be paid in full prior to enrollment in the TIPP program. For more information contact our office.

## MAILING ADDRESS CHANGES

Section 304(3) of the Municipal Government Act states that the assessed person is responsible for notifying the municipality of the correct address to which the combined assessment and tax notices are mailed.

The process of notifying the MD is done through the Alberta Land Titles office.

If you require assistance, please do not hesitate to contact our office and we can help you with the process.

The MD of Pincher Creek's official source for property ownership and mailing address information for notices is the Certificate of Title as registered with the Province of Alberta Land Titles Office.

Changing your address with Alberta Land Titles is important, it ensures that any documentation regarding your property will be sent to the correct mailing address. These changes may include liens, caveats, tax notifications, etc.

Each property assessment multiplied by a tax rate. A property's share of tax changes each year, for a combination of two reasons:

1. There is a change in annual budget requirements, PC Foundation or the Provincial Education requisition etc..., which will affect the mill rate (tax rate).
2. A particular property assessment (market value) changed. Properties may see an increase or decrease in assessment value due to market conditions, stage of property development, and industrial base increases/decreases.

## EDUCATION PROPERTY TAX

The Alberta School Foundation Fund (ASFF) is managed by the Province of Alberta. The Province calculates the Education Tax amount using a formula based on the equalized assessment in each municipality and the provincial uniform education property tax rate. The municipality then collects and forwards this amount to the ASFF, where it is pooled and distributed on an equal per -student basis to Alberta public and separate school boards.

All property owners pay Education Property Tax on each property they own, there are no exceptions based on age, income, or whether you have children or not.

For more information on Education Property Tax call 780-422-7125 (toll-free in Alberta by first dialing 310-000) or access more information by accessing Government of Alberta – Education Property Tax online.

## SENIORS PROPERTY TAX DEFERRAL PROGRAM



The Seniors Property Tax Deferral Program allows eligible senior homeowners to voluntarily defer all or part of their residential property taxes, including the education tax portion. This is done through a low-interest home equity loan with the Government of Alberta.

Eligibility is not based on income. To be eligible for this program, you must:

- Be 65 years of age, or older (Only one spouse/partner needs to be at least 65)
- Be an Alberta resident, having lived in the province for at least 3 months
- Own a residential property in Alberta and the home must be your primary residence (the place where you live most of the time)
- Have a minimum of 25% equity in your home to allow the government to secure the loan and ensure repayment when the loan is due.

If there are outstanding municipal property tax amounts owed from previous years, you can still apply for a loan, as long as you have a minimum of 25% equity in your home.

If you qualify, Seniors Property Tax Deferral Program will pay your residential property taxes directly to your municipality on your behalf.

You must apply at least 30 days before the municipal property tax deadline of June 30th of each year. This deadline is to avoid penalties and allow enough time for the application to be processed and for the payment to be made on your behalf to the municipality.

For more information contact the Alberta Supports Contact Centre at 1-877-644-9992.

Website:

[alberta.ca/seniors-property-tax-deferral-prgram.aspx](http://alberta.ca/seniors-property-tax-deferral-prgram.aspx)



## PUBLIC WORKS PROJECTS COMPLETED 2023

- Christie Mines Road converted back to gravel
- Cow Creek Open Bottom Culvert Replacement - this environmentally sensitive project expanded the Cut-throat Trout habitat by 7.5 kms
- Drainage upgrades in Lundbreck
- Replacement structure at Fisher Bridge
- Replacement culvert along Heath Creek and Bitango Road
- Acquired ¼ section for the purpose of securing gravel for the MD
- New EV pickup truck
- Airport Lighting Upgrade

## ITEMS OF INTEREST FOR SPRING/SUMMER

- Re-gravel Program (May/June/July 2024)
- Dust Control Program (May/June 2024)
- Line painting (June/July 2024)
- Cracksealing of hard road surfaces (May/June 2024)
- Roadside mowing (June/July 2024)

We emphasize and request if you have issues, requests or complaints, that you contact Reception at 403 627-3130.



Your name, phone number and civic address will be required. The more information you can provide the easier it is for us to understand what you require.

## UPCOMING PUBLIC WORKS PROJECTS 2024

- Southfork Road - stabilizing the landslide and rebuilding the North shoulder (April/May 2024)
- Rebuilding 3.7kms of the North Pincher Station Rd. (July/August 2024)
- Replacing a 36" culvert at Meyers Corner on RR29-1 (August/September 2024)
- Stand alone Solar powered LED Pedestrian Crosswalk... push button. To be installed in front of the Livingstone School in Lundbreck (April/May 2024)
- Portions deteriorated asphalt on Gladstone will be converted back to gravel (May/June 2024)
- 10 year PW Strategic Master Plan - A guide on the direction the Public Works Department should consider over the next decade... looking for operational efficiencies, a works yard site improvement / development plan, addressing any health and wellness concerns for our staff.
- Getting updated cost estimates on rebuilding Maycroft Rd with a gravel top and a hard top option. This is engineering/planning work only. These estimates will support any potential grant funding stream the Province or Federal Government may have.



Photo Credit Josh Harder

**Dust control applications for 2024 are due prior to May 1, 2024—for more information visit the MD website at [www.mdpinchercreek.ab.ca](http://www.mdpinchercreek.ab.ca)**

## BEAVER MINES WATER/WASTEWATER PROJECT

The Beaver Mines Distribution and Collection System Project reached completion in 2023. The associated Lift Station and the Treatment System began accepting flows in the Fall. A small pathway network was also installed in the Hamlet as part of the overall projects. The MD saw good uptake and the systems are functioning as designed. A reminder to all Hamlet of Beaver Mines residences that connection to the water and wastewater systems is mandatory by January 1<sup>st</sup>, 2028. Please visit the MD website Utility Services Guidelines page for details on the process for hooking up. The MD is working on final closeout items for all projects related to Beaver Mines. The value of these projects exceeds \$14M and was primarily covered by grants.

The Municipal District of Pincher Creek No. 9 has issued a STAGE THREE water shortage restriction to all water users of the MD Regional Water Treatment Plant as per Bylaw 1344-22.

Visit [mdpinchercreek.ab.ca](http://mdpinchercreek.ab.ca) for more information

**WATER RESTRICTIONS WARNING**  
**STAGE THREE - EXTREME**

## MD BY-ELECTION DIVISION 4

The MD will be hosting a By-Election for division four. Nomination Day is May 2, 2024. (If there are more than 1 perspective candidate, we will be holding an election for division four on May 30, 2024)

Prospective Candidates can download the package from the MD website, or pick one up in the office at 1037 Herron Ave Pincher Creek.

Nominations can be accepted anytime between now and May 2, 2024 at noon.



## DIFFERENT SOURCES OF TAX REVENUE

The MD collects tax revenue from a variety of different sources.

- **Agricultural – Residential.** The tax revenue generated from farm residences.
- **Non Agricultural – Residential.** The tax revenue generated from all residences that are not agricultural in nature. This includes hamlets, Castle Mountain Resort residences, Beauvais Lake cottages, Castleview Ridge Estates cottages and country residential (small acreage) properties.
- **Agricultural – Farmland.** The tax revenue generated from all vacant farmland. This includes grazing land, cultivated land, irrigated land and Provincial (Crown) land leased for agricultural purposes.
- **Commercial and Industrial.** The tax revenue generated from all land and buildings used for retail business activities (commercial), and all land and buildings used in the manufacturing of raw material into goods for resale (industrial).
- **Machinery and Equipment.** The tax revenue generated from all machinery and equipment used in the production of raw materials into goods for resale except for equipment used in the production of power. Due to provincial legislation machinery and equipment is not subject to school taxes.
- **Wind and Water Power Generation.** The tax revenue generated from equipment used in the production of electrical power. The wind turbines and the power generating facilities on the Oldman Dam and Waterton Dam make up this category. Due to provincial legislation power generation equipment is not subject to school taxes.
- **Railway.** The tax revenue generated from the rail lines running through our municipality. They are taxed on the tonnage that travels over the lines during the previous year.
- **Power and Pipelines.** The tax revenue generated from buried pipelines and overhead power and transmission lines throughout the municipality. This is also commonly referred to as linear assessment.





# LAND USE BYLAW 1349-23

Over 2023, MD Council along with Administration and ORRSC complied amendments to Land Use Bylaw 1289-18, resulting in a new draft bylaw being Land Use Bylaw 1349-23. Changes made were as a result of alignment with the Municipal Development Plan and Castle Mountain Area Structure Plan. Along with regional and provincial policies, regulations, and legislation that have come into effect since Councils last update.

Public consultation was received at an Open House on October 26, 2023, which resulted in changes to the draft amendment. As well, a Public Hearing was held on March 6, 2024 as part of the bylaw amendment process.

The following areas of interest have been identified as project priorities, but the entirety of Bylaw 1289-18 was reviewed:

- Protecting agriculture and promoting appropriate agricultural uses;
- Recreational land development;
- Gravel pit development;
- Broaden the application and processing requirements for commercial solar farms.

One Bylaw 1349-23 receives third and final reading, the pause on Rezoning to Rural Recreation 1 and 2 will be rescinded, and applications will be accepted.

Questions are always welcome to Development Officer, Laura McKinnon., 403 627-3130.

DEVELOPMENT STATISTICS TO DATE

DESCRIPTION		2024 To date (Apr)	2023	2022	2021
Dev Permits Issued	3 – March	11 8 -DO 3 -MPC	49 31 -DO 18 -MPC	48 29 – DO 19 - MPC	68 46-DO 19-MPC
Dev Applications Accepted	4 – March	14	54	49	70
Utility Permits Issued	1 – March	1	35	12	31
Subdivision Applications Approved	0 – March	0	5	8	20
Rezoning		0	0	5	0
Compliance Cert	1 – March	9	21	32	41

## BUSINESS LICENSING COMING YOUR WAY!

A target for the Planning and Development Department for 2024 has been to implement a Business License Program within the MD of Pincher Creek. There has been a high demand in ability to obtain a Business License within the MD. There will be a call for Public consultation in the upcoming months, but comments are always welcome at anytime.



## \*NEW\* PEACE OFFICER

Did you know that the MD of Pincher Creek has been undergoing the process in order to be authorized to employ a Peace Officer? The Peace Officer will be enforcing both Municipal Bylaws and Provincial Legislation. Keep your eye out for more updates to come!

### KNOW IT! POST IT! SHARE IT!



Ensure that both your civic and legal description is visible to anyone at your home. Make sure the people living in your home know your address.

Place it directly on your phone or closely beside it. The MD has stickers that you can put this information on!

Contact 3<sup>rd</sup> party people who may need to know your civic (i.e. Alarm companies, do they have your correct information)

If your sign is missing or damaged, please call for a new one. This is part of the Regional Emergency Management Operations.



# **Moving Forward**

## ***Building Opportunities for Our Future***

**Municipal District of Pincher Creek No. 9  
and the Municipal District of Willow Creek No. 26**

**INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT**







# FORWARD

Municipal District of Pincher Creek No.9 and the Municipal District of Willow Creek No. 26 share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads, bridges and airports which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable regional municipality.

Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to municipal ratepayers in the region. However, while some services can possibly be provided solely in a single municipality the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities creates expanded resources and advances quality of life opportunities to the people in the region. The image of “two municipalities – one purpose” describes the philosophy of the two Councils.

The two municipalities are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, the Municipal District of Willow Creek and Municipal District of Pincher Creek are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework Agreement.



***The Municipal District  
of Willow Creek  
and the  
Municipal District  
of Pincher Creek  
share a common history  
and foundation  
based upon the  
agriculture and the  
oil and gas industry***



## ***Goals of the Intermunicipal Collaboration Framework Agreement***

***The Intermunicipal Collaboration Framework has four main purposes:***

- 1 . To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighboring municipalities with a common border.
- 3 . To ensure municipalities consult and communicate on intermunicipal matters.
- 4 . To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated & funded.

*and also to consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.*



## ***The ICF Agreement between the Municipal District of Pincher Creek and the Municipal District of Willow Creek will:***

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their ratepayers: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of ratepayers.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

### ***Commitment to Consultation and Cooperation – Consultation Protocol:***

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective CAO's or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each council recognizing time may be of essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about



regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is likely that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

## ***Roles in Managing the Intermunicipal Collaboration Framework Agreement:***

### *The Role of both Councils:*

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken into account to insure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

### *The Role of the CAOs and Administration:*

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAO's will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each council.

### *The Role of Staff:*

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

## ***The Framework Protocols***

### *Development of an Intermunicipal Communication Protocol*

Understanding that the success of this agreement is based upon respectful dialogue that both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
  - a. Seek to understand
  - b. Avoid personal attacks either privately or publicly
  - c. Asking for clarification on policies adopted by the other municipality to ensure understanding
  - d. Address issues as being of a joint nature meant to be resolved together
  - e. Seek to maximize the benefits for both parties
  
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
  - a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
  - b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration
  
3. The protocol should ensure that each municipality provides to the other information pertaining to:
  - a. Major capital projects which may impact the other municipality
  - b. Lobby efforts to higher levels of government with respect an issue which may impact regional services
  - c. Adopted strategic plans
  - d. Funding, aid or support to other organizations within the other municipality when requested
  - e. Ceremonies, celebrations, events of regional impact
  - f. Promotion of collaborative successes



## **Conflict Resolution**

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the problems initiated the Chief Administrative Officers and Chief Elected Officer will seek to address matters of conflict.
2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
3. All matters of conflict should be resolved using a clear procedural pathway.
4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

## **Process**

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other municipalities CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAO's will be conducted.

If this does not resolve the issue an Intermunicipal Dispute Committee shall be appointed by both councils who will decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful a mediated process is initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and fairness.



## Inventory of Municipality Services

The following chart illustrates an inventory of municipal services available to ratepayers in each municipality. The inventory is a consideration of who provides a service, who has funded a service and where such services exist within the boundaries of a municipality. The services listed below are a representation of key services but it is not necessarily all services provided by each municipality. The services are utilized by the ratepayers of each municipality in one way or the other.

Type Of Service	MD of PC	MD of WC	Inter Mun.	3rd Party
<b>Transportation</b>				
Road Grading & Gravelling	PC	WC		
Road Calcium	PC	WC		
Gravel Crushing	PC			B
Road Construction	PC			B
Culvert Installation	PC	WC		PC
Bridge Maintenance	PC	WC		PC
Drainage Maintenance	PC	WC		PC
Snow Plowing	PC	WC		
Shop - Vehicle. Maint	PC	WC		
Surveying				B
Sign Installation & Maint	PC	WC		
Paved Road Repairs	PC	WC		PC
Rural Addressing Signs	PC	WC		
Airport Operation	PC			WC
<b>Recreation</b>				
Skating Rinks			B	
Curling Rinks			B	
Shooting Ranges/Gun Club	PC		WC	
Riding Arenas	PC		WC	
Outdoor Rodeo Grounds			B	
Baseball Diamonds			B	
Golf Courses			B	
Indoor Athletic Fields			WC	
Swimming Pools			B	
Outdoor Soccer Fields			B	
Tennis Courts			B	
Senior Centres			B	
Motocross Track				
Bowling Alleys			B	
Water Park			B	
Skateboard Park			B	
Gyms & Workout Centres			B	
<b>Other Services</b>				
FCSS			B	
ORRSC - Planning			PC	
Planning & Development		WC	PC	WC
Economic Development		WC	B	
Regional Waste Services			B	
General Administration		WC	PC	
Adult Learning Assoc			PC	
Southgrow Eco. Dev.			B	
Alberta Southwest Alliance			B	
Libraries			B	WC

**MD of Willow  
Creek = WC**

**MD of Pincher  
Creek = PC**

**Both = B**

## Inventory of Municipality Services cont...

Type Of Service	MD of PC	MD OF WC	Inter Mun.	3rd Party
<b>Water</b>				
Water Treatment	PC		WC	
Water Distribution	PC		WC	
Service Installs	PC			WC
Meter Reading	PC	WC		
Utility Billing	PC	WC		
Truck Fill Station	PC		WC	
<b>Waste Water</b>				
Certified Operators	PC		WC	
WW Collection System	PC			WC
Lagoons	PC			WC
Irrigation of Effluent	PC			WC
Installation of Utilities				B
<b>Recycling &amp; Waste Management</b>				
Landfill			B	
Collection			B	
Recycling		WC	PC	
<b>Ag Services &amp; Parks</b>				
Tree Planting				B
Tree Spraying				B
Tree Pruning				B
Mowing	PC	WC		
Weed Identification	PC	WC		
Weed Act Enforcement	PC	WC		
Weed Spraying	PC	WC		
Raw Water Irrigation				
Cemetery Maintenance		WC	PC	
Pest Control		WC		PC
Park Maintenance	PC	WC		
Sprinkler Installation				PC
Equip. Maintenance	PC	WC		
Equipment Rentals	PC	WC		
Building Maintenance	PC			WC
Park Operations	PC	WC		
Campground Operation	PC	WC	WC	
Municipality Halls	Pc	WC	WC	
Museums			PC	
Visitor Centre				
Playgrounds	PC	WC	WC	
<b>Emergency Services</b>				
EMS Coordination			PC	
Fire Department			PC	
Peace Officer		WC	PC	
Safety Code Officer	PC	WC		
Safety Code Inspections		WC		B
Disaster Management			B	
Mutual Aid Agreements			B	

**MD of Willow  
Creek = WC**

**MD of Pincher  
Creek = PC**

**Both = B**

Service marked *Intermunicipal Agreement* only indicates that the service is provided through such an agreement. The agreement is not necessarily between the MD of Pincher Creek and the MD of Willow Creek.

Service marked *3rd Party* indicates the service is provided by an outside agency or organization and is normally a paid professional service.



## **ICF Agreement – Statutory Provisions**

Amendments to the Municipal Government have amended the purpose of municipalities. The new act requires municipalities to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. The act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This agreement must address services related to transportation, water, wastewater, solid waste, emergency services and recreation. The discussion on the aforementioned topics is prescribed by the act, however the outcomes are not.

## **Emergency Services**

The Municipal District of Willow Creek and the Municipal District of Pincher Creek have jointly entered into a Mutual Aid Agreement specific to providing mutual fire protection services. Opportunities exist for further development of Disaster Management interoperability for the purpose of providing assistance during disaster events within both communities.

List of other joint services including fire agreements, disaster management agreements etc.

- *Southern Alberta Emergency Management Resource Sharing Agreement*

## **Solid Waste**

No agreements exist or are currently required between Municipal District of Willow Creek and the Municipal District of Pincher Creek in the area of solid waste.

## **Transportation**

No agreements exist or are currently required between Municipal District of Willow Creek and the Municipal District of Pincher Creek in the area of transportation.

## **Recreation**

No agreements exist or are currently required between Municipal District of Willow Creek and the Municipal District of Pincher Creek in the area of recreation.

## **Water**

No agreements exist or are currently required between Municipal District of Willow Creek and the Municipal District of Pincher Creek in the area of water services.

## **Waste Water**

No agreements exist or are currently required between Municipal District of Willow Creek and the Municipal District of Pincher Creek in the area of waste water.



## Other

The Municipalities jointly are provided planning services from the Oldman River Regional Services Commission.

## Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between The Municipal District of Willow Creek No. 26 and the Municipal District of Pincher Creek No. 9. The Municipal District of Willow Creek and the Municipal District of Willow Creek Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

The Municipal District of Willow Creek adopted Bylaw No. 1842 on October 16, 2019.

Municipal District of Pincher Creek adopted Bylaw No. 1310-19 on October 8, 2019.

## Attachments to this Agreement

Attached to this agreement is the current Municipal District of Willow Creek and the Municipal District of Pincher Creek Intermunicipal Development Plan as well as the agreements aforementioned within this document.

## Commitment to Collaboration

The Municipal District of Willow Creek and Municipal District of Pincher Creek acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honour all applicable legislation with respect Intermunicipal collaboration within the Province of Alberta.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the 8 day of January, 2019.2020 TM.

FOR MUNICIPAL DISTRICT OF PINCHER CREEK No.9

FOR THE MUNICIPAL DISTRICT of WILLOW CREEK No. 26

PER:

REEVE

PER:

REEVE

PER:

CAO

PER:

CAO





# Municipal District of Willow Creek No. 26

Office of the Administrator

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)  
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Claresholm Industrial Airport  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

**RECEIVED**

DEC 19 2019

M.D. OF PINCHER CREEK

November 29, 2019

Mr. Troy MacCulloch  
Chief Administrative Officer  
Municipal District of Pincher Creek No. 9  
Box 279, 1037 Herron Avenue  
Pincher Creek, AB  
TOK 1W0

Dear Troy,

On November 20, 2019 Bylaw No. 1848, the bylaw to establish an Intermunicipal Collaboration Framework Agreement with M.D. of Pincher Creek received all three readings and was passed by the Council of the M.D. of Willow Creek.

You will find enclosed two copies of the ICF agreement for execution by the Reeve and CAO for M.D. of Pincher Creek should your Council adopt the bylaw for the ICF. Please return one copy to our office once executed for our records.

Thank you.

Sincerely,

Derrick Krizsan C.L.G.M.  
Chief Administrative Officer  
Municipal District of Willow Creek #26