

A

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
June 24, 2025  
3:00 pm  
Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Council Committee Minutes
  - June 10, 2025
2. Council Meeting Minutes
  - June 10, 2025
3. Special Meeting Minutes
  - June 16, 2025
4. Coffee with Council Notes – Division 3
  - June 17, 2025

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

1. Southern Alberta Land Trust (SALTS)
  - Following the delegation of June 10, 2025
2. MPE
  - Following the delegation of June 10, 2025

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
2. Reeve Rick Lemire – Division 2
3. Councillor Dave Cox – Division 3
4. Councillor Jim Welsch - Division 4
5. Councillor John MacGarva – Division 5

G. ADMINISTRATION REPORTS

1. Operations
  - a) Public Works Department Report
    - Report from Public Works dated June 17, 2025
    - Schedule A – Shop/Fleet Report
  - b) Utilities & Infrastructure Report
    - Report from Utilities & Infrastructure dated June 19, 2025
2. Finance
3. Planning and Community Services
  - a) Proclamation of Alberta Development Officers Week
    - September 23 to 26, 2025
  - b) Draft Bylaw 1355-25 – Escaped Irrigation
    - Report from Development dated June 19, 2025
  - c) Draft Bylaw 1360-25 – Animal Control
    - Report from Development dated June 19, 2025
4. Municipal
  - a) CAO Report
    - Report from Administration, dated June 17, 2025
  - b) 2026-2030 Intermunicipal Library Agreement for Councils to Discuss and Approve
    - Updated Agreement for Fall of 2025
  - c) Bylaw 1364-25 Count of Special Ballot and Advance Ballot Boxes
    - Report from Corporate Services, dated June 19, 2025

- d) 2025 Municipal Election - Elector Assistance at Home and Advance Voting
  - Report from Corporate Services, dated June 19, 2025
- e) Draft Policies: C-Safety-001A Violence Prevention Policy & C-Safety-001B Harassment Prevention Policy
  - Report from Safety dated June 19, 2025
- f) Aware360 Lone Worker Monitoring System
  - Report from Safety, dated June 19, 2025

#### H. CORRESPONDENCE

##### 1) For Action

- a) Road Usage Concerns
  - E-mail from Christine Bennick regarding Twp. Road 6-0
- b) Foothills Little Bow Municipal Association
  - Meeting on September 19, 2025
  - Any resolutions Council want to see presented?

##### 2) For Information

- a) Public Consultations for Potential Listing of Plains Sucker Under the Species at Risk Act
  - Email from Fisheries and Oceans Canada
- b) Community Bulletin - Traffic Management Summer 2025
  - Bulletin from Waterton Lakes National Park
- c) Pincher Creek Curling Club
  - Update June 2025

#### I. NEW BUSINESS

#### J. CLOSED MEETING SESSION

#### K. ADJOURNMENT

MINUTES  
REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, June 10, 2025,  
11:00 am  
Council Chambers

Present: Reeve Rick Lemire, Deputy Reeve Tony Bruder, Councillors Dave Cox, John MacGarva and Jim Welsch.

Staff: CAO Roland Milligan, Director of Corporate Services Meghan Dobie, Public Works Manager Alan McRae, Utilities & Infrastructure Manager David Desabrais, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Rick Lemire called the meeting to order, the time being 11:00 am.

1. Approval of Agenda

Councillor Dave Cox

Moved that the agenda for the June 10, 2025, Committee Meeting be amended to include:

Closed:

- c) Joint Council Grant Financial Discussion – FOIP Sec. 24.1
- d) Joint Council Draft Agenda Discussion – FOIP Sec. 24.1

AND THAT the agenda be approved as amended.

Carried

2. Delegation

Southern Alberta Land Trust Society (SALTS)

Justin Thompson with SALTS attended the meeting to review the Southern Alberta Land Trust Society's purpose, in a collaborative effort with all stakeholders. SALTS, a locally based, rancher-driven, nonprofit organization with registered charity status, is dedicated to preserving the ecological, productive, scenic and cultural values of Alberta's Eastern Slopes, prairie and foothill regions. He reviewed the map showing the lands in the MD that are under trust and reviewed the process of how people can put their land into trust.

By putting land into trust with SALTS, people can ensure the land remains unchanged for future generations.

Justin Thompson left the meeting at 11:36 am.

MPE

Luke Schoening and Keith Mateo, with MPE, a division of Englobe, attended the meeting to discuss the drought and water resource project assessments. Luke reviewed the current regional water system, its design capacity, and possible expansion.

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY, JUNE 10, 2025

MPE members left the meeting at 12:56 pm.

3. Closed Session

Councillor Jim Welsch

Moved that Council move into closed session to discuss the following, the time being 12:57 pm.

- a) Public Works Call Log – FOIP Sec. 24.1
- b) Draft Bylaws 1355-25 & 1360-25 Discussions – FOIP Sec. 24.1
- c) Joint Council Grant Financial Discussion – FOIP Sec. 24.1
- d) Joint Council Agenda – FOIP Sec. 24.1

Councillor Jim Welsch

Moved that Council move out of closed session, the time being 1:42 pm.

Carried

4. Disposal of Deadstock/Road Kill/ Problem Wildlife within our Area

Discussion took place regarding the disposal of deadstock within our area. More information will be brought forward to the Council for further discussion.

5. Round Table

- Land acknowledgement
- Next Council strategic plan
- Reuse Fair follow up
- MD items
- Staff pancake breakfast

6. Adjournment

Councillor Jim Welsch

Moved that the committee meeting adjourn at 2:26 pm.

Carried

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER

Carried

Minutes  
Council Meeting  
Municipal District of Pincher Creek No. 9  
June 10, 2025

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

Councillor Jim Welsch attended the meeting at this time, the time being 3:12 pm.

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - Crowsnest Pincher Creek Landfill Association
  - Agricultural Service Board
  - Alberta SouthWest
  - ReUse & Recycle Fair
  - Carnivore Working Group
2. Reeve Rick Lemire – Division 2
  - St. Michael's Grand Opening Basketball Court
  - Heritage Acres Car Show
  - Pincher Creek Emergency Services
  - Alberta SouthWest
3. Councillor Dave Cox– Division 3
  - Medical Professionals Attraction and Retention Committee
  - Pincher Creek Foundation
  - Pincher Creek Emergency Services Commission
  - Heritage Acres Car Show
4. Councillor Jim Welsch - Division 4
  - ReUse & Recycle Fair
  - Alberta SouthWest
5. Councillor John MacGarva – Division 5
  - Lundbreck Citizens Council
  - Alberta SouthWest

Councillor Dave Cox 25/267

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations
  - a) Public Works Operations Report

Councillor John MacGarva 25/268

Moved that Council receive the Public Works Operations Report, including Schedule A – Shop/Fleet Report, for the period May 19, 2025, to June 1, 2025, as information.

Carried

- b) Utilities & Infrastructure Report

Councillor Tony Bruder 25/269

Moved that the Utilities & Infrastructure report for May 22, 2025, through June 3, 2025, be received as information.

Carried

2. Finance

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 June 10, 2025

a) Bylaw 1363-25 (Tax Installment Payment Plan (TIPP))

Councillor Dave Cox 25/270

Moved that Council give Bylaw 1363-25, being the Bylaw to provide for the payment of taxes by installments, first reading.

Carried

Councillor Tony Bruder 25/271

Moved that Council give Bylaw 1325-25 second reading.

Carried

Councillor Jim Welsch 25/272

Moved that Bylaw 1325-25 be presented for third reading.

Carried Unanimously

Councillor John MacGarva 25/273

Moved that Bylaw 1325-25 be given third and final reading.

Carried

3. Development and Community Services

a) Bylaw No. 1361-25 (Land Use Bylaw Amendment)

Councillor Tony Bruder 25/274

Moved that Council give first reading to Bylaw No. 1361-25, being the Bylaw to allow for an adjustment in parking for Tourist Homes proposed at Castle Mountain resort, to clarify procedures for proponents conducting open house meetings and to introduce Data Centre Operations as a use into the Land Use Bylaw;

AND THAT the required Public Hearing for Bylaw 1361-25 be scheduled for Tuesday, July 8, 2025, at 6:00 pm.

Carried

4. Municipal

a) CAO Report

Councillor Dave Cox 25/275

Moved that Council receive for information, the CAO Report for the period May 25, 2025 to June 6, 2025.

Carried

b) Cancellation of Summer Meetings

Councillor Dave Cox 25/276

Moved that the regularly scheduled Council Committee Meetings and Council Meetings of July 22 and August 12, 2025, be cancelled,

AND THAT the Subdivision Authority and Municipal Planning Commission meetings scheduled for August 5, 2025, be cancelled,

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 June 10, 2025

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

Carried

H. CORRESPONDENCE

A. For Action

a) Pincher Creek Parade Invitation - August 16, 2025

Councillor Dave Cox 25/277

Moved that any interested Councillor be authorized to attend the Pincher Creek Parade on August 16, 2025.

Carried

b) Cowley Dino Days Request - September 6, 2025

Councillor Dave Cox 25/278

Moved that any interested Councillor be authorized to attend the Cowley Dino Days Parade on September 6, 2025.

Carried

c) 52<sup>nd</sup> Annual Summer Games Invitation

Councillor Tony Bruder 25/279

Moved that the Reeve, or alternate, be authorized to attend the Opening Ceremonies for the 52<sup>nd</sup> Annual Summer Games on July 2, 2025.

Carried

d) Alberta Police Funding Model Review Survey and Focus Group

Councillor Jim Wesch 25/280

Moved that the Alberta Police Funding Model Review Survey be received as information.

Carried

Councillor Dave Cox 25/281

Moved that the Alberta Police Funding Model Review Focus Group be discussed at the Joint Special Meeting on June 16, 2025.

Carried

e) Plan for Parks – Stakeholder Engagement - Engagement Open Until July 26, 2025

Councillor Tony Bruder 25/282

Moved that any interested Councillor take part in the Plan for Parks – Stakeholder Engagement survey.

Carried



Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 June 10, 2025

f) Letter of Support Request - Pincher Creek Curling Club

Councillor Jim Welsch 25/283

Moved that administration be directed to write a letter of support for the Pincher Creek Curling Club.

Carried

g) Participation in National Indigenous Peoples' Day

Councillor Tony Bruder 25/284

Moved that any interested Councillor be authorized to attend the Pincher Creek Municipal Library National Indigenous Peoples Day celebration on June 20, 2025.

Carried

h) Westcastle Ski Club Request for Donation

Councillor Tony Bruder 25/285

Moved that administration be directed to send a letter to the Westcastle Ski Club requesting that they direct their request to Joint Grant Funding.

Carried

i) Canada Day at the Museum

Councillor Jim Welsch 25/286

Moved that Reeve Rick Lemire be authorized to attend the July 1, 2025, Canada Day Celebration at the Kootenai Brown Pioneer Village.

Carried

j) Coal Town Hall

Councillor Tony Bruder 25/287

Moved to receive the Coal Town Hall notification as information.

Carried

B. For Information

a) Police Review Commission Report

Councillor Jim Welsch 25/288

Moved that the Police Review Commission Report be received as information.

Carried

b) Strategic Transportation Infrastructure Program (STIP) Funding

Councillor Dave Cox 25/289

Moved that the Strategic Transportation Infrastructure Program (STIP) Funding letter be received as information.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 June 10, 2025

c) Pincher Creek and District Library Board Financial Statement

Councillor Tony Bruder 25/290

Moved that the Pincher Creek and District Library Board Financial Statement be received as information.

Carried

d) Tourism Road Letter Response

Councillor Dave Cox 25/291

Moved that the Tourism Road Letter Response be received as information.

Carried

I. NEW BUSINESS

Agricultural Fieldman Shane Poulsen attended the meeting at 4:37 pm.

a) Declaring a State of Agricultural Emergency

Drought conditions are impacting water for livestock and 50-90% of crops, pasture, and range yields in the MD of Pincher Creek due to lack of spring and in-season moisture combined with long durations of high temperatures and winds. Due to these extreme conditions, and with discussions with the Agriculture Fieldman and the Agricultural Service Board, it is recommended that an Agricultural Disaster is declared for the MD of Pincher Creek.

Councillor Tony Bruder 25/292

Moved that the Council for the MD of Pincher Creek declare a Municipal Agricultural Disaster due to drought.

Carried

Upon Council declaring a Municipal Agricultural Disaster, Administration will notify the Province of Alberta, and the Agricultural Financial Services Corporation (AFSC) of the declaration.

Laura McKinnon left the meeting at 4:54 pm.

b) MD Dam Operations (Letter of Concern)

Councillor John MacGarva 25/293

Moved that administration be directed to respond to the letter of concern from a resident regarding the MD dam operations.

Carried

c) Grazing Around Reservoir

Councillor Jim Welsch 25/294

Moved that administration write a letter to the Government of Alberta, both the Forestry and Parks, and Environment and Protected Areas, regarding grazing the Provincial Lands around the reservoir.

Carried

Shane Poulsen, David Desabrais and Alan McRae left the meeting at 5:05 pm.

Minutes  
Council Meeting  
Municipal District of Pincher Creek No. 9  
June 10, 2025

J. CLOSED SESSION

Councillor Jim Welsch 25/295

Moved that Council move into closed session to discuss the following, the time being 5:10 pm.

- a) PCESC Membership Agreement – FOIP Sec. 24.1
- b) PCESC Firehall Renovation Budget – FOIP Sec. 24.1

Councillor Dave Cox 25/296

Moved that Council move out of closed session, the time being 5:50 pm.

Carried

- a) PCESC Membership Agreement

Councillor Tony Bruder 25/297

Moved that administration be directed to proceed with the Pincher Creek Emergency Services Membership Agreement as discussed in closed session.

Carried

- b) PCESC Firehall Renovation Budget

Councillor Dave Cox 25/298

Moved that resolution 24/528 be rescinded,

AND THAT the MD of Pincher Creek approves a capital renovation cost of \$2.3 million for the Fire Hall Renovations, at 1377 Hunter Street,

AND FURTHER, that the MD will contribute \$1 million with said fund from the MD's Pincher Creek Emergency Services Commission Equipment Reserve,

AND FURTHER, that the MD shall not approve any costs related to the above said Fire Hall Renovations, as part of any future Municipal Levy,

AND FINALLY THAT, if a renovation budget cannot be agreed upon between the two funding parties, Council refers to resolution 23/578 for divestiture.

Carried

K. ADJOURNMENT

Councillor John MacGarva 25/299

Moved that Council adjourn the meeting, the time being 5:55 pm.

Carried

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**SPECIAL COUNCIL MEETING**  
**JUNE 16, 2025**

9990

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Monday, June 16, 2025, in the MD of Pincher Creek Council Chambers.

Notice of this Special Council Meeting was posted on the MD website and social media.

- PRESENT** Reeve Rick Lemire, Deputy Reeve Tony Bruder, Councillors Dave Cox, Jim Welsch and John MacGarva.
- STAFF** CAO Roland Milligan, Director of Corporate Services Meghan Dobie, and Executive Assistant Jessica McClelland.
- ALSO** Town of Pincher Creek: Mayor Don Anderberg, Councillors Mark Barber, Garry Cleland, David Green, Sahra Nodge, Brian Wright and Wayne Oliver, CAO Konrad Dunbar, Director of Finance and Human Resources Wendy Catonio, Executive Assistant Carolina Hunsperger and Manager of Human Resources & Health and Safety Officer Brian Millis.

Reeve Rick Lemire called the meeting to order at 5:30 pm.

**A. ADOPTION OF AGENDA**

Councillor Tony Bruder 25/300

Moved that the Special Council Agenda for June 16, 2025, be amended to include under New Business:

- g) PCREMO Training Exercise
- h) Police Funding Model Focus Group

AND THAT the agenda be approved as amended.

Carried

**B. NEW BUSINESS**

- a) Members-at-Large for Municipal Committees Remuneration

Councillor Jim Welsch 25/301

Moved that MD administration work with the administration from the Town of Pincher Creek to complete a review on the issue of paying Members-at-Large for Municipal Committees Remuneration.

AND THAT this information be brought back to the Council for further discussion.

Carried

- b) Medical Professionals Attraction and Retention Committee (Healthcare Committee)

A draft of the Terms of Reference for the Healthcare Committee (Medical Professionals Attraction and Retention Committee) was presented for discussion. It was noted that the Terms of Reference does not include two members at large from anywhere in the community. Funding was proposed at \$10,000 from each Town and MD, with the Town indicating that they would manage the potential funds for the healthcare committee, while FCSS would provide administrative support. It was agreed that the Ad Hoc Committee should finalize the Terms of Reference before presenting it to both Councils for final approval and budget consideration.

Councillor John MacGarva 25/302

Moved that the Ad Hoc Committee for the potential Healthcare Committee finalize the Terms of Reference, with changes as discussed,

AND THAT it be brought back to Council for approval.

Minutes  
 Special Council Meeting  
 Municipal District of Pincher Creek No. 9  
 June 16, 2025

Carried

c) Arena Update

The Town verbally updated the engineering report on the lifespan of the current arena. Currently, the Town has plans to retrofit some of the areas of concern, potentially next year, with hopes that this retrofit will extend the lifespan by another 20 years.

Councillor Dave Cox 25/303

Moved that the Arena Update be received as information.

Carried

d) ICF Committee

Councillor Jim Welsch 25/304

Moved that administration be directed to schedule an ICF Committee Meeting for July.

Carried

e) Joint Council Grant Application Discussion

Councillor Dave Cox 25/305

Moved that question #10, as part of the Joint Council Grant Application, be revised to:

“Attached is your current year business plan, independently reviewed financial statements, and a list of all your organization's financial investments on its own behalf.”

Carried

f) Pre-set Joint Council Dates

Councillor Tony Bruder 25/306

Moved that the administration be directed to arrange recurring pre-set Joint Council meetings.

Carried

g) PCREMO Training Exercise

The Chair of the Emergency Advisory Committee will contact the Director of Disaster Services to inquire about upcoming training exercises.

h) Police Funding Model Focus Group

Councillor Tony Bruder 25/307

Moved that the administration be directed to arrange a Focus Group Session on the Police Funding Model Focus Group, and include the Director of Corporate Services,

AND THAT the Town of Pincher Creek Council and Director of Finance be invited to attend.

Carried

Minutes  
Special Council Meeting  
Municipal District of Pincher Creek No. 9  
June 16, 2025

C. ADJOURNMENT

Councillor John MacGarva 25/308

Moved that Council adjourn the meeting, the time being 7:02 pm.

Carried

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Coffee with Council – Division 3  
 Tuesday, June 17, 2025  
 6:00 pm  
 Coalfields School

Attendees:

Reeve Rick Lemire, Deputy Reeve Tony Bruder, Councillor Dave Cox, CAO Roland Milligan, Public Works Manager Alan McRae, and Executive Assistant Jessica McClelland.

Audience:

Approximately 12 residents from the Division 3 area

Welcome from Councillor Dave Cox

- Welcomed all to the meeting and thanked everyone for coming out
- Introduced Councillors and MD staff
- Reminder that the meeting is for all topics

The following topics were discussed with Council and the public:

Generator at Pump House:

- A resident noticed that the wastewater system pump house generator was making noise. Although short-lived, they inquired if it was routine.
  - MD confirmed that the generator will be turned on once a month during the day to ensure it works.

Water Concerns:

- MD now has dedicated staff for water concerns.
- Updates weekly from Alberta Agriculture and Irrigation.
- New vertical intakes have been installed at the dam.
- Water restrictions may still happen, but not to the severity of last year.
- New intakes will be visible by July or August but shouldn't mean trucking water.
- MD is aware we are at drought levels not seen since the 1930's.

Castle Mountain Resort New Lift:

- Member advised that construction on the hill for the new lift is underway.
- Already seeing an increase in traffic.
- Huckleberry Fest will not be on Haig this year; they can use the Blue Chair.
  - MD offered to share any construction information on social media.
- Currently surveying for tower bases, towers should be flown in possibly late July.
- Hoping to be open for Christmas.

Fire Smarting Program:

- Approximately 30 volunteers assisted with the Fire Smart program at Castle Resort the previous weekend.
- 22 large loads of tree debris were removed from around buildings.

Pride Flag:

- Resident questioned why the MD office doesn't have a pride flag.

## Coffee with Council – Division 3

Tuesday June 17, 2025

- This would be on the direction of the Council.
- The administration explained the rules for flying flags that aren't Canada or Alberta; it would mean removing the MD flag to fly any other flag.

### Bylaw Officer (Community Peace Officer):

- CPO starts in July.
- CPO will be able to enforce Provincial statutes/animal control and MD Bylaws.
- An open house will be planned once the person is on staff to talk to the public about what the program will include.
- A resident questioned what could be done about Blue Bridge. Trying to get equipment across the bridge is a safety issue when people are parked all over and walking on the bridge.

### Rural Crime:

- Rural crime watch hasn't been very active.
- MD asking people to assist with the program as we are hearing people are unhappy with how its being administered.
- More volunteers are needed for the success of the program.
- RCMP suggested that once the CPO is working, they can spearhead the program.

### Eco Centre:

- Residents are happy with the centre and certainly with the main attendant.
- It's very clean and organized.
- Questions if there was a market for glass, there is not.
- Castle Mountain is struggling with tourists dropping garbage into any bin they can find.
  - MD struggles with tourists going to Provincial Parks, as the garbage ends up being on the MD expense to clean up.
  - Many discussions have taken place with Alberta Tourism and Alberta Parks regarding this situation.

### Grass Cutting:

- Questioned when it will start.
  - Re-gravelling and dust control program takes precedence, then grass cutting.
  - To avoid unnecessary additional cost, grass cutting is done early in the morning to mitigate fire hazard.

### Road Maintenance Along Highway 773:

- East side hasn't been dealt with and will become a fire hazard.
  - Highway 773 is in the jurisdiction of Department of Highways, not the MD.

### MD Maps:

- When are new maps being printed?
  - GIS Tech is working on it, possibly reprint for this fall.
- Can MD make a map book like other areas?
  - Yes, just need to ask front desk staff.

### Cutting Brush in Ditches:

- MD is working on select locations, but needs to be aware that other road work takes precedence.



## Coffee with Council – Division 3

Tuesday June 17, 2025

- MD does have a mulcher for a skid steer now. Past practices of hiring Summer staff to hand slash are no longer acceptable.
- Caragana brush in a particular area are encroaching and posing a hazard.
  - Request was made they call MD and get it on the call log to be actioned.

### 911 Rural Addressing:




- Resident stated 911 rural addressing is still an issue.
  - MD has done a lot of work to standardize the process.
  - New system has GPS locations for each location.
  - System still has hard time processing anything with a dash, example, Range Road 22-2 needs to be read as Range Road 222.

### Coalfields School:

- A new board of directors is in charge of the school and is looking for grants to upgrade the building.
  - MD suggested the Community Grant Writer and the Joint Council Grant program.

Meeting concluded at 7:03 pm.

## Recommendation to Council

<b>TITLE: PUBLIC WORKS DEPARTMENT REPORT</b>	
<b>PREPARED BY: Alan McRae</b>	<b>DATE: June 17, 2025</b>
<b>DEPARTMENT: PUBLIC WORKS</b>	
<b>ATTACHMENTS:</b> <b>1. Schedule A – Shop/Fleet Report</b>	
<b>APPROVALS:</b>	
 <b>PW MANAGER</b>	<b>June 17, 2025</b> <b>DATE</b>
 <b>CAO</b>	<b>2025/06/18</b> <b>DATE</b>

**RECOMMENDATION:**

**THAT Council accept the Public Works Department Report for the period of June 2 To June 15, 2025 as information.**

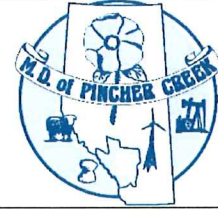
- Divisional Maintenance (6 graders)
- Re-gravel program (Div 1-2)
- Private driveway grading
- Private driveway gravelling
- Guardrail cleanout/weed whipping
- Pothole Patching-Burmis Lake, Gladstone, Pincher Station, Maycroft, Summerview, Dukes
- Culvert removal and install Div 4 (North Tennessee)
- New culvert install and ditching Div 3 (East colony)
- Dust control program started in Div 1 (June 12)
- Water to AES (shop and terminal building)
- Sign Maintenance
- Blue sign installation
- Clean up in PW yard/lean to
- Texas gate inspections

**FINANCIAL IMPLICATIONS:**

None

# PUBLIC WORKS REPORT SCHEDULE "A"

## SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: ALAN MCRAE

DATE: June 17, 2025

DEPARTMENT: PUBLIC WORKS

ATTACHMENTS: N/A

### SHOP/FLEET OPERATIONS SUMMARY:

#### Graders

Unit #57/59- Inspect mowers to see what parts need to be ordered

Unit #71- Remove snow equipment, start service, work on repair list from operator

Unit #72-Field call to add air to tires and tighten blade nuts

Unit #65- Service, install forward and refacing camera

#### Heavy Trucks/Trailers/Equipment

Unit #4 (loader)- Field call- Engine codes- R&R injectors and injector lines, calibrate injectors and test

Unit #7 (loader)-Field call-Emissions codes- code present won't derate engine will look at when in yard

Unit #419 (tandem tractor)-R&R clutch brake

Unit #420 (tandem tractor)-T/S back up alarm and repair, T/S and repair emissions related codes

Unit #430 (water truck)- CVIP repairs, finish installing brake drums, wire in new taillights and taillight bar.

Unit #431 (water truck)- T/S Emissions codes and repair

Unit #434 (water truck)-T/S and repair inoperable electric horn

#### Light Duty and Light Trailers

Unit #31 (AES trailer)-Replace tires

Unit #35 (AES SxS)-Swap spray equipment from Kubota, install guarding and beacon light

Unit #502 (3/4 ton)-Repair for AC compressor issues and recharge

Unit #505 (3/4 ton)-Service

Unit #512 (1/2 ton)- Service

Unit #669 (AES ¾ ton)-Remove sprayer Honda motor and replace with takeoff motor

Brush mower- T/S and repair hyd oil leaks, weld crack on mounting plate

### EVENTS

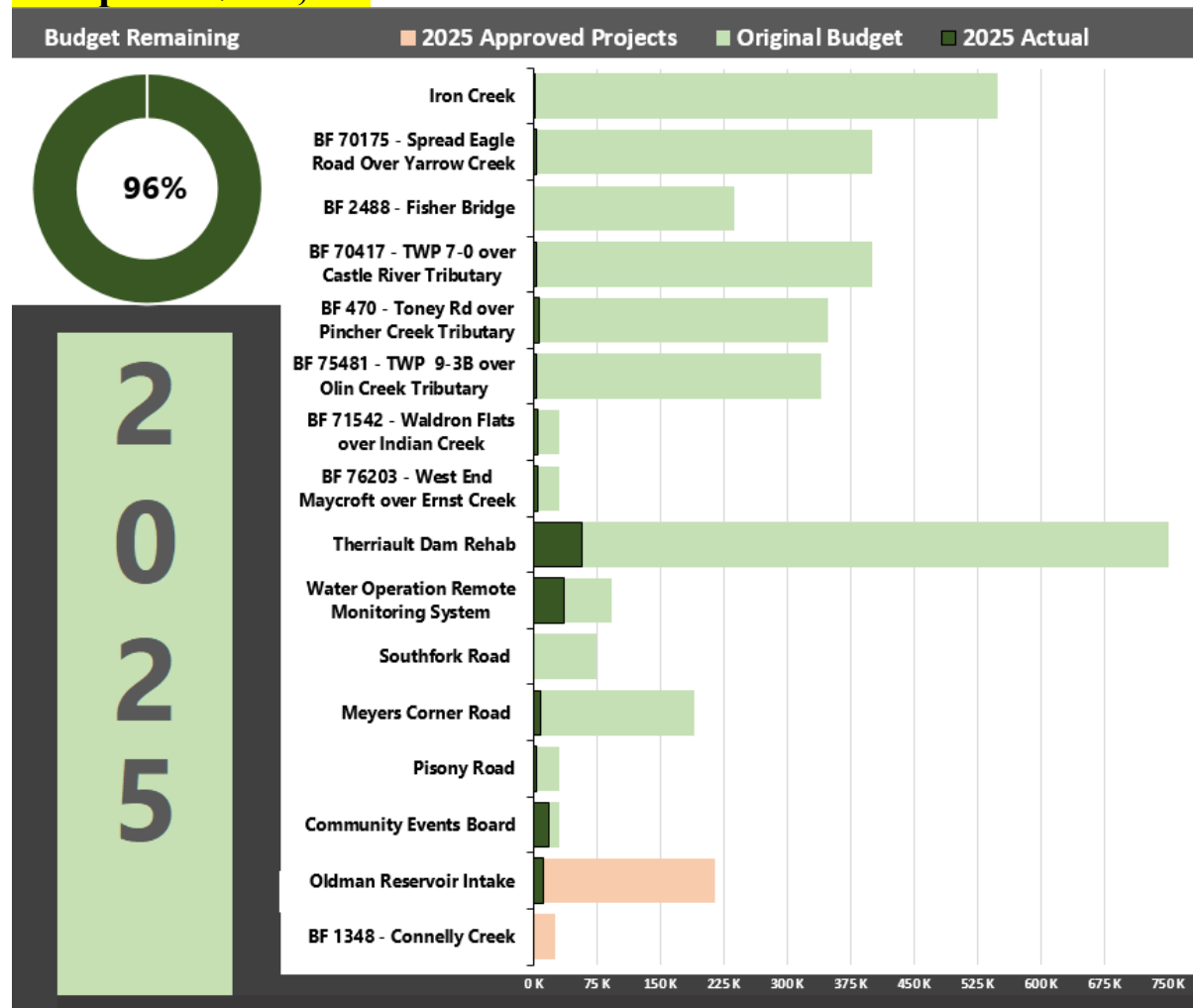
-Safety Meeting June 4th



## M.D. OF PINCHER CREEK NO. 9 UTILITIES & INFRASTRUCTURE REPORT

### General Projects Budget Update

**2025 Approved Budget: \$3,847,000. Jun. 16<sup>th</sup> Spend: \$166,092 Jun. 2<sup>nd</sup> Spend: \$158,954**



### Large Ongoing Projects (Pre-2025 Construction Start)

- **Beaver Mines Water Distribution, Collection System**
  - Construction complete. Awaiting rainstopper installation in a few manholes (warranty)
  - Sewer rainwater infiltration staying low during heavy rain events
- **Beaver Mines Waste Facility/System**
  - Final turnover package received, GIS information received Jan 20<sup>th</sup>
  - Warranty discussions
    - Septic tank experiencing infiltration (awaiting BYZ response). Plan to wait until July/August for better ground conditions
    - Lagoon de-icers tripping with known GFCI breaker issue. Meeting held to discuss plan to address on June 25<sup>th</sup>

- **Beaver Mines Forcemain & Lift Station**
  - Awaiting minor changes to Record drawings
  - Identified generator is missing lugs for load test. Anticipate July delivery
- **Oldman Reservoir Water Intake Low Level Project**
  - \$1.68M grant application finalized Jan 30<sup>th</sup>, 2024
    - Approval received for \$1.8M project, covering up to 75% of costs
  - DFPP (Drought and Flood Protection Program) grant application approved, topping up Capital Project and covering 70% of costs for a Drought Projects Assessment
  - Install of check valves and new sine wave filter complete week of Apr. 28<sup>th</sup>
  - Programming work ongoing. Troubleshooting difficulties with reaching flow capacity of VIS-3 continues. Additional run tests complete June 10<sup>th</sup>. Trial running off VIS' alone during day in preparation for loss of original intakes
- **Bridge File 2488 – Fisher Bridge, NW-26-07-02-W5M**
  - Scour identified under existing abutment. Costed plan included in 2025 budget
  - Approvals in place to begin work
  - Work pending construction window in August, 2025
- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
  - Funding agreement signed Mar. 28<sup>th</sup>, 2023 for \$1.55M
    - Extension received to March 31<sup>st</sup>, 2027
  - Funder confirmed prelim. eng. is acceptable on BF 1348 Connelly Creek (for use of remaining \$600,000 in funds)
- **WCR #2: S. Todd Creek Trib. under Chapel Rock Road, SE-23-009-03 W5M**
  - 100% grant funded
  - Work complete
  - Reassessment of road leveling complete May 12<sup>th</sup>. Some concerns observed regarding gravel quality and shoulder height
    - Warranty work complete June 12/13<sup>th</sup>. Inspected June 17<sup>th</sup>. Awaiting PW feedback
    - Juvenile fish observed in reactivated downstream channel and upstream channel
    - Willow, seed, (and weed) growth occurring





## **Large Projects Planned for 2025 Implementation**

### **Water Operations Remote Monitoring System Migration – 2025**

*SCADA System Migration to VTScada. Includes replacement of main desktop at WTP, full migration programming and HMIs (Human Machine Interfaces), and licensing software*

- Awarded Jan 22<sup>nd</sup>. Desktop computer arrived. Updated and delivered to MPE
- Received draft copy of new HMI interfaces, reviewed with MPE May 29<sup>th</sup>. Final comments being incorporated prior to implementation
  - Site install underway week of June 16<sup>th</sup>

### **Meyers Corner Road Culvert Replacement**

*Replace failed 900mm culvert via boring method*

- Sizing and aquatic assessment complete by Roseke in 2024. Design complete for a bored 1.37m x 35m Smooth Walled Welded Pipe

- Geotechnical work complete, confirmed mostly clay (suitable for drilling)
- Contractor confirmed in 2024 unit pricing still stands. However, design length is 10m longer than original quote, increasing boring cost about \$35,000
- Proceeding with ROW acquisition. Revised direction underway based on legal advice for land acquisitions. Will require:
  - Public Works ROW (outside bed + banks), + Provincial Roadway Reservation/Road Plan (bed and banks portion)
  - RDS submitted
  - Land UROW and easement acquisition complete
  - Site is dry and work can be awarded upon RDS approval. Drafting contract

## **Community Events Board, Admin Building**

*Single sided electric community events board on Admin building to advertise current events and upcoming meetings*

- Project contingent on receiving required permits
    - Sign permit send to Town Apr. 11<sup>th</sup>. Approved during May 21<sup>st</sup> MSDA, appeal period complete June 11<sup>th</sup>
  - PO placed on Genoptic Smart Display P10, holding on shipment until we are ready
  - Confirmed no building permit required. Electrical permit will be required
  - Obtaining pricing to complete professional structural check in accordance with permit requirements
- **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**

*Perform a pile splice repair on two piles in the west abutment, replace the east pile cap, place fill and riprap at the west headslope, minor wheel guard repairs & repairs to timber span, channel realignment, and west abutment riprap work*

    - Sensitive stream habitat, SARA permit required. Construction window of August
      - DFO SARA permit approval received Jan 15<sup>th</sup>
    - Water Survey of Canada notified regarding measurement which needs to be moved
    - Land signoff taking longer than anticipated due to environmental easement questions. Information provided regarding environmental easement
      - SALTS approval received Oct 3<sup>rd</sup>
    - Direction given to closeout land acquisition with RDS for bed/banks portion
      - Provincial Roadway Disposition (RDS) submitted, awaiting approval
      - Revised land UROW acquisition complete
    - Tender preparation underway. Anticipate release prior to Council
  - **WCR #1: Iron Creek under Tapay (Carbondale) Road, LSD SE-15-006-03 W5M**

*Install new 4.7m x 2m x 15m L corrugated steel box culvert to remediate fish passage concerns on Iron Creek under the WCR program (100% funded)*

    - Tender for install awarded to TA Excavating alongside South Todd Creek Tributary
    - Completion: September 30<sup>th</sup>, 2025
    - Permit submissions have begun. DFO has indicated review period for Species At Risk Act (SARA) permit will be 90 days despite delays in processing to date

- DFO SARA approval received July 16<sup>th</sup>, 2024
  - Revised application required due to work not occurring in 2024 per DFO request Jan. 2, 2025. Submitted Jan. 6<sup>th</sup>
  - Revised SARA permit received Mar. 11<sup>th</sup>
  - Land signoff complete
  - Draft ECO and Traffic Accommodation Plans received. Revision required
  
- **Bridge File 70417 – TWN RD 70 over Castle River Trib., SE-05-007-01 W5M**

*6.1m clear span bridge with extensive rot and voids in piles and pile caps. Replace with two (2) 2m x 27m L CSPs*

  - Prelim. engineering complete Oct. 8<sup>th</sup>
  - Design and tender to include staged construction cost (optional), extended detour may be feasible
  - Design work kicked off Oct. 31<sup>st</sup>, 2025. STIP application submitted Nov. 26<sup>th</sup>. Unsuccessful
  - Design complete, reviewed and under finalization
  - Proceeding with RDS disposition and land
    - RDS submitted
    - Land package received Jun. 18, under review
  - Flexibility with construction timing window, anticipate Fall construction
  
- **Bridge File 00470 – Toney Rd over Pincher Creek Trib., SE-02-006-01 W5M**

*1.6m x 43m L culvert with significant perforations and minor deflections. Install Steel Wall Pipe Liner (SWPL)*

  - Prelim. eng. complete Oct. 7<sup>th</sup>. Recommendation is installation of a steel wall pipe liner. Level 2 barrel inspection confirmed 1.4m liner is feasible
  - Design work kicked off November 5<sup>th</sup>, 2024. STIP application submitted Nov. 26<sup>th</sup>. Unsuccessful
  - Design complete and reviewed
  - Proceeding with RDS disposition and land
    - RDS submitted
    - Land package received Jun. 18, under review
  - Flexibility with construction timing window, anticipate Fall construction
  
- **Bridge File 75481 – TWN RD 93B over Olin Creek Trib., SW-23-009-01 W5M**

*1.5m x 24m L culvert with high deflection and corrosion. Replace with two (2) 1.2m x 36m L CSPs*

  - Preliminary engineering complete Oct. 11<sup>th</sup>. STIP application submitted Nov. 26<sup>th</sup>. Unsuccessful
  - Design complete and reviewed by MD, upstream detour planned
  - Gave direction to proceed with RDS and land
    - RDS submitted



- Land package received Jun. 18, under review
- Initial sampling complete, confirmed DFO review not required. Flexible construction timing window

- **Therriault Dam – Rehabilitation Work**

*Geotechnical and Hydrogeology study complete in 2023. 2024 preliminary engineering determined most economically viable solution to address undersized spillway/overtop potential. 2025 work includes detailed design work, regulatory submissions, and (pending regulatory approval and grant funding), tender/construction*

- Design kicked off Jan 8<sup>th</sup>. Anticipated schedule:
  - Begin regulatory submissions mid March, 2025 (pending grant release)
  - Design completion mid April – June 2025
  - Timing of further works dependant on grant timing as well as regulatory approval timing
- Design work underway, anticipate preliminary cost options and designs by June 24<sup>th</sup>
- Grant funding stream released with round 1 funding deadline of Jul. 8-Aug. 19<sup>th</sup>
  - Requested pre-application form June 17<sup>th</sup>

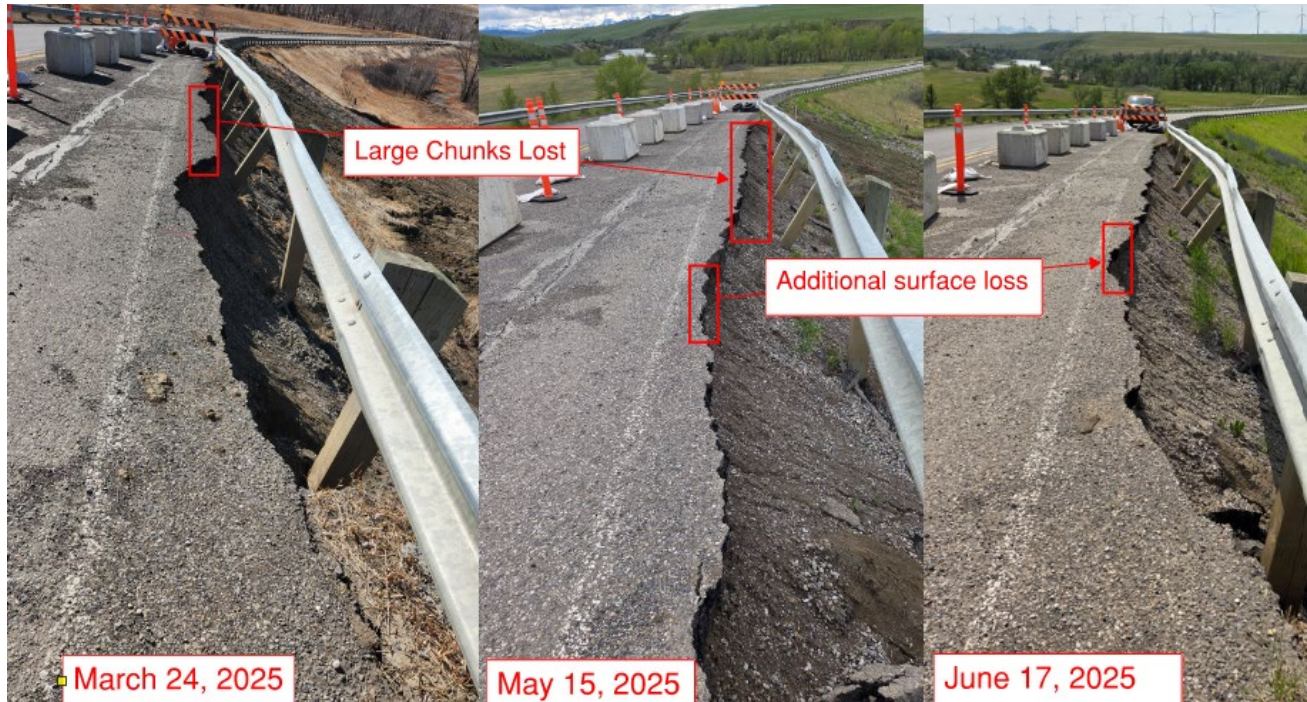
## **Large Projects Planned for 2026 Implementation**

- **Southfork Hill Road**

*Emergent investigatory and repair work for the Southfork Hill slide issues*

- Geotechnical scope awarded and complete. Final geotech. report received Dec 9<sup>th</sup>
- STIP application submitted Nov. 28<sup>th</sup>, 2024 with letters of support from Campground and nearby farming operation. Revision submitted Dec. 19<sup>th</sup> with additional letter of support from MLA and final geotech. report
  - Response received June 2<sup>nd</sup>, 2025: Unsuccessful
- Project paused pending further deterioration or future grant opportunities. No capital spend planned for 2025

- Slight road degradation observed May 17<sup>th</sup> to June



- **WCR #3: Connelly Creek under Connelly Rd (BF 1348), LSD SW-03-008-02 W5M**

*Preliminary engineering to replace or remediate the 3m x 49m L (5.6m cover) structural plate corrugated steel pipe (SPCSP) and remediate fish passage under the WCR Program. Structure is #8 on 10 year capital plan.*

- Received funder guidance/approval to proceed with prelim eng. under WCR program
- Council approval received Mar. 11<sup>th</sup>, 2025
- Preliminary engineering kicked off Apr. 3<sup>rd</sup>
- Survey complete Apr. 25<sup>th</sup>

- **Pisony Road over Cow Creek Tributary Culvert, LSD NE-01-009-03 W5M**

*Non-bridge sized culvert failing on dead end road. 2024 funds to assess appropriate replacement sizing and design. Stream flows all year and culvert is likely undersized*

- Preliminary engineering and basic aquatic assessment kicked off Jan. 31st, 2025 with Roseke. Reduced prelim. engine. scope compared to Bridge Files
- Preliminary engineering assessment received Jun. 16<sup>th</sup>. Under review
- Anticipate construction 2026

- **Bridge File 71542 – Waldron Flats over Indian Creek, SE-07-010-01 W5M**

*2m x 2.2m x 32m L culvert with isolated perforations in the roof of 3 rings and 1 ring on the foot. Minor roof and sidewall deflection*

- Preliminary engineering and aquatic assessment kicked off Jan. 31<sup>st</sup>, 2025 with Roseke to determine appropriate replacement design or maintenance (liner). Currently, it is anticipated replacement will be required
  - Survey complete, drafted. Prelim. eng. 90% complete
  - Anticipate construction 2026
- **Bridge File 76203 – West End Maycroft over Ernst Creek, NW-26-010-03 W5M**

*2.5m x 1.8m x 20m L culvert with 3 cracked rings in sidewall with 85mm remaining. Deflection and corrosion also present*

    - Preliminary engineering and aquatic assessment kicked off Jan. 31<sup>st</sup>, 2025 with Roseke to determine if maintenance of cracked seams is feasible via weld, shotcrete beam, etc. or if replacement has a better lifecycle value
    - Anticipate construction 2026
    - Survey complete, drafted. Prelim. eng. 20% complete

## **Studies and Planning Work**

### **Regional Drought Strategic Implementation Strategy & Raw Water Storage Project**

- Grant application for a Drought Projects Assessment under DFPP
  - Approval received to cover up to 70% of costs
- Grant application for 3 month (25-year) forecasted volumes
  - Approval received for \$3.4M project, up to 75% of costs. Signed and sent to ATEC
  - ATEC has confirmed stacking of AMMWP Raw Water Storage grant funds acceptable for the Drought Projects Assessment (Phase 2)
- Forecasted demand and water requirement scenarios presented to Council June 10<sup>th</sup>
- Finalizing water resource assessment prior to next steps

### **Transportation Master Plan**

*\$200,000 grant received from ACP to complete a Transportation Master Plan, consisting of a paved, gravel road condition assessment, culvert (non Bridge File) condition assessment, gravel pit analysis, airport runway assessment*

- Awarded August, 2024
- Gravel pit report complete
- Maycroft Road draft prelim. assessment received May 26<sup>th</sup>, under internal review
- Gravel road assessment field work complete. Culvert assessment field work complete, paved road assessment underway. Anticipate draft reporting July 2025
  - Gravel road assessments 40% complete
  - Culvert arterial road assessments complete, GPS locating remaining culverts
- Airport load assessment work complete, data imports issue resolved. Draft report received and reviewed (May 7th), final report received May 25<sup>th</sup>
  - Concerns identified regarding Spring loading of taxiway, apron, and runway with the Lockheed L-188 Electra. Concerns discussed with Alberta Forestry June 4<sup>th</sup>
  - Working with MPE to cost out additional assessment to define max. loading requirement of taxiway, Summer loading capability, etc.

## Cridland Dam

*Geotechnical work as recommended in 2021 Dam Safety Review due to observed seepage and unknown soil properties*

- Site visit complete Apr. 1<sup>st</sup>, costed plan received Apr. 25<sup>th</sup>
- Additional historic data located including geotechnical work from 1995, details on dam closure in the 90s, and rehabilitation work
- Dam Safety Alberta emailed us Apr. 23<sup>rd</sup>, requesting an update on the status of our high/medium priority Dam Safety Review (DSR) findings
  - Some gaps were identified in what we have tackled to date, Dam Safety Alberta seemed accepting with our overall progress to date
  - Upcoming provincial audit this year on Cridland Dam
- Geotechnical analysis and spillways survey work kicked off with MPE May 16<sup>th</sup>, 2025
  - Geotechnical work complete June 4<sup>th</sup>/5<sup>th</sup>. Well observations ongoing

## Miscellaneous

- 10 yr. bridge study update kicked off Jan. 27<sup>th</sup>, 2025 with Roseke. Data entry complete
  - Estimate August completion

## Operations Updates

### WATER SHORTAGE RESPONSE PLAN

Implemented Stage: Warning (June 5<sup>th</sup>)

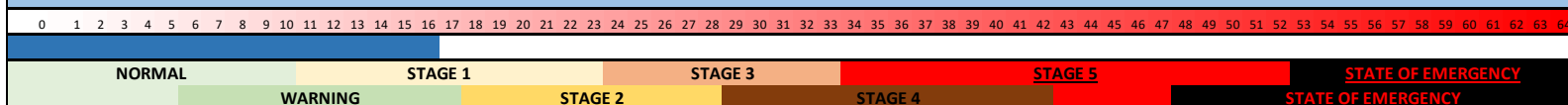
TOTAL WATER SHORTAGE RISK SCORE		
RESERVOIR LEVEL RISK	6.0	Score
WATER AVAILABILITY RISK	8.3	Score
FAILURE RISK	0.0	Score
SUPPLY/DEMAND RISK CALCULATION	2.5	Score
TOTAL	16.8	Score

### WATER SHORTAGE RESPONSE PLAN TOTAL RISK SCORING & RECOMMENDED STAGE

SCORE: 16.8

RECOMMENDED STAGE:

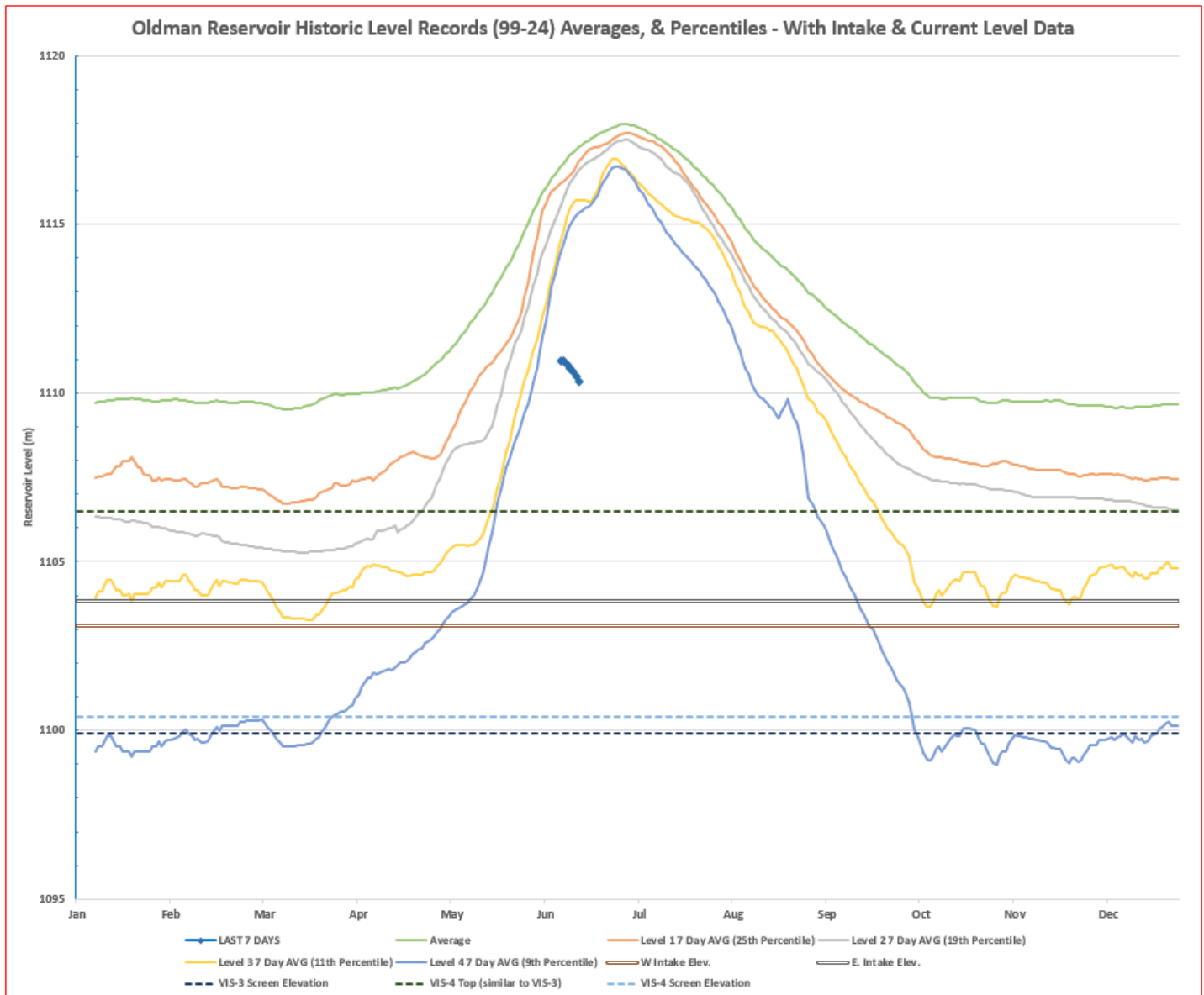
Warning or Stage 1



- Reservoir levels have started to drop, sharply
- Snow melt is complete, much earlier than typical
- Demand has increased despite advisory:
  - Average 48 hr. demand: 410 m<sup>3</sup>/d 436 m<sup>3</sup>/d
  - Average 7 day demand: 415 m<sup>3</sup>/d 448 m<sup>3</sup>/d
- Alberta Water Infrastructure & Operations Branch (WIOB) predicting water to fall below original intakes as soon as early August (June 17<sup>th</sup> update)
- Original intakes remain available (7m 6.5m of water over intakes)
- Starting operation of VIS' to test and troubleshoot any issues prior to requiring them full time

## Reservoir & Snowpack Tracking

Reservoir Volume June 2<sup>nd</sup>: 67.7% June 16<sup>th</sup>: 66.3%

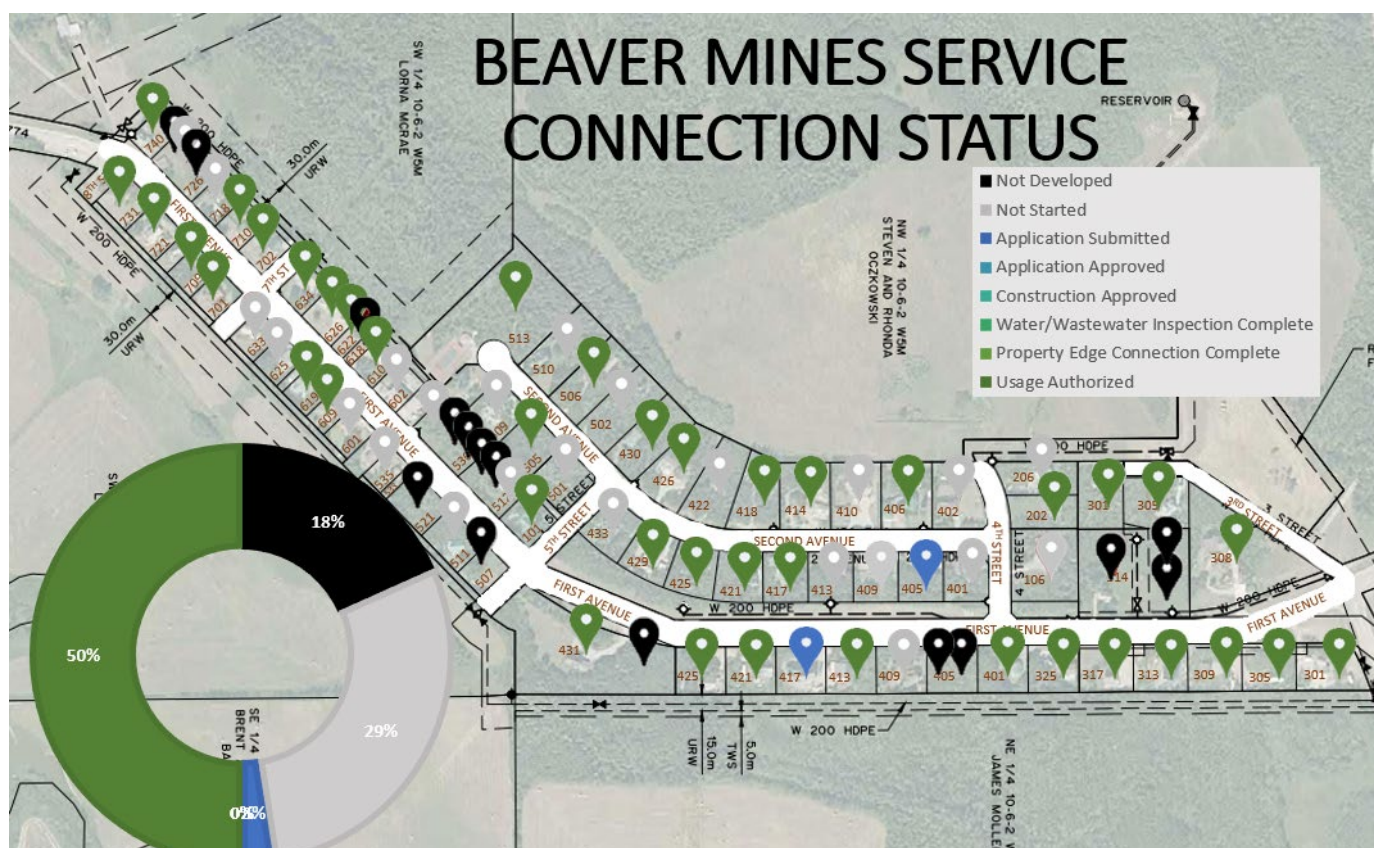


- AB Environment Water Supply (Snow Accumulation) June Update:
  - Runoff forecast: Much below average (between 6<sup>th</sup> and 12<sup>th</sup> of 99 yrs)
  - Snowpack: much below average
  - "This years relatively early timing of melt is similar to conditions in 2023."
- Snow Pillow graphs removed as runoff is complete

## Beaver Mines Lot Servicing

- 43/67 developed applications received, 42 approved, 41 connected (61 %)
  - Fifteen (15) undeveloped fully serviced locations
- Hydrant flow testing in BM was completed by PCES and passed for fire flow. Fire Underwriters Survey requested more info Mar. 3<sup>rd</sup>, sent system details Mar. 12<sup>th</sup>
  - Received acknowledgement June 5<sup>th</sup>, 2025 that the water system is now recognized, but the fire hall is unrecognized at this time. PCES working directly to investigate





## Standpipes

- Last known issue: Jan 10<sup>th</sup>, 2025 (global software cellular outage)

## General Water Operations Updates June 16<sup>th</sup>, 2025:

- Patton Park water turned on. Irrigation running off raw water aquifer currently
- Plant health check awarded for main treatment trains, 3-5 weeks prior to site visit
- Recalibration complete on Cowley Standpipe
- WWTP heat trace trip on one lateral failed. Issue resolved, caused corrosion in panel. Costing out fix
- Working on solution for new emergency ladder for Cowley reservoir. Old ladder removed due to high hazard
- Utility Services Guidelines Update for Lundbreck and Rural Users drafted, awaiting backdraft of typical drawings and review by MPE
- Lundbreck/Cowley reservoir inspections & cleaning complete
  - Reviewing options for repair work in Lundbreck Reservoirs B & C in next 1-3 years
- Letter sent to Cowley Mar 28<sup>th</sup> detailing various requests and proposed path forward for water assets, licenses, and amended operations contract
  - Cowley engaging with legal on proposed path
- Lundbreck Lagoon sludge survey complete. In depth report review complete Apr. 30<sup>th</sup>
  - Reviewing history of dredging/surveys prior to providing long term recommendations
- Water crisis report + related overhaul of Water Shortage Response Plan (WSRP) drafted
  - Submitted to AEPA for review, received feedback. Cleaned up with updated figures June 9<sup>th</sup> and send back for final discussion. Operating with new plan
- Remaining significant operations related work planned for 2025:

- Sewer flushing in select BM areas
- Private water line inspection complete South of Lundbreck. Initiating transfer of ownership for UROWS to MD
  - Initial engagement complete with all landowners. Awaiting review

**General Energy Related Updates June 16<sup>th</sup>, 2025:**

- QUEST net zero accelerator
  - Next steps include receipt of strategy report, a reassessment of baseline, receipt of financial benefits report, implementation of further energy committee structure
- Clean Energy Improvement Program
  - 25 pre-qualifications received (9 MD, 15 Town)
  - 11 cancelled
  - 2 projects completed for Town, 1 added to tax roll
  - 2 projects authorized for MD, 1 for Town
  - Community outreach being coordinated for Farmers Market July/August

**Recommendation:**

That the Utilities & Infrastructure report for June 4<sup>th</sup> – June 18<sup>th</sup> is received as information.

---

Prepared by: David Desabrais

Date: June 18<sup>th</sup>, 2025

Council Meeting

Date: June 24<sup>th</sup>, 2025



***PROCLAMATION  
ALBERTA DEVELOPMENT OFFICERS WEEK  
SEPTEMBER 23rd TO SEPTEMBER 26th, 2025***

**WHEREAS**, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

**WHEREAS** the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

**WHEREAS** Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the \_\_\_\_\_ Municipality \_\_\_\_\_; and,

**WHEREAS** we recognize Development Officers and their commitment to public service; and,

**NOW, THEREFORE**, I, \_\_\_\_\_, do hereby proclaim the week of September 23rd to September 26th, 2025, to be designated as Alberta Development Officers Week in the \_\_\_\_\_ Municipality \_\_\_\_\_.


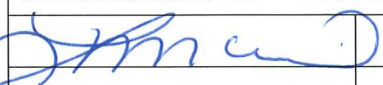

Proclaimed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

SEAL

\_\_\_\_\_  
Mayor



## Recommendation to Council

<b>TITLE:</b> <b>BYLAW No. 1355-25 (Escaped Irrigation Bylaw)</b>				
<b>PREPARED BY:</b> <b>Laura McKinnon</b>		<b>DATE:</b> <b>June 19, 2025</b>		
<b>DEPARTMENT:</b> <b>Planning and Development</b>				
 <b>Department Supervisor</b>		<b>Date</b> 2025/06/19	<b>ATTACHMENTS:</b> 1. Bylaw No. 1355-25	
<b>APPROVALS:</b>				
<b>Department Director</b>	<b>Date</b>	 <b>CAO</b>	2025/06/19 <b>Date</b>	

**RECOMMENDATION:**

**THAT Council give first reading to Bylaw No. 1355-25, being the Escaped Irrigation Bylaw AND THAT Council give second, third and final reading to Bylaw No. 1355-25.**

**BACKGROUND:**

The general purpose of Bylaw No. 1355-25 is to prevent property damage and promote responsible water use. It sets regulations to prevent water from irrigation systems from entering into or onto municipally controlled highway, road, lane or open road allowance within the boundaries of the Municipality. This helps reduce damage to roadways and property within the Municipality.

A Public Hearing will not be required for Bylaw No. 1355-25, as according to the MGA, a Council is required to conduct public hearings regarding land use bylaws, rezoning, intermunicipal development plans, etc. or on any other matter council deems appropriate.

**FINANCIAL IMPLICATIONS:**

None.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**BYLAW NO. 1355-25**

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE REGULATION AND CONTROL OF ESCAPED IRRIGATION IN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9.

---

**WHEREAS** pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the council of the Municipal District of Pincher Creek No. 9 may pass bylaws for municipal purposes respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public;
- c) transport and transportation systems, and
- d) the enforcement of bylaws;

WHEREAS the Municipality deems it necessary to provide for the regulation and control of water being sprinkled or watered on highways, roads, lanes or open road allowances by irrigation systems;

NOW THEREFORE, be it resolved that the Council of the Municipal District of Pincher Creek No. 9, duly assembled, enacts as follows:

**Part 1 - Title, Definitions and Interpretation**

**Title:**

- 1. This Bylaw may be cited as the Escaped Irrigation Bylaw.

**Definitions**

- 2. In this Bylaw, the following words shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the past and future; words in the plural include the singular; words in the singular include the plural; words in the masculine gender include feminine and neuter genders; words in the feminine and neuter genders include the masculine gender. The word “shall” is always mandatory and not merely directory.
  - (a) “Council” means the Council of the Municipal District of Pincher Creek No. 9;
  - (b) “Municipal Government Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended or replaced from time to time;
  - (c) “Municipality” means the municipal corporation of the Municipal District of Pincher Creek No. 9 within the boundary thereof as the context requires;
  - (d) “Owner” means the person(s) or corporation shown on the Certificate of Title;
  - (e) “Peace Officer” means a person engaged by the Municipality as a Community Peace Officer, a Bylaw Enforcement Officer, a Designated Officer or a member of the Royal Canadian Mounted Police to carry out the provisions of this Bylaw;
  - (f) “Road” means a highway, road, lane and open road allowance under the jurisdiction of the Municipality;

- (g) “Provincial Offences Procedures Act” means the *Provincial Offences Procedures Act*, R.S.A. 2000, Chapter P-25 and the regulations thereunder, as amended or replaced from time to time;
- (h) “Violation Ticket” means a violation ticket issued pursuant to the *Provincial Offences Procedures Act*

### **Interpretation**

- 3. Nothing in this Bylaw relieves a person from complying with any requirement of any lawful permit, order, or licence.
- 4. Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 5. Where this Bylaw refers to another Act, Bylaw, Regulation or Agency, it includes reference to any Act, Bylaw, Regulation or Agency that may amend or be substituted, therefore.
- 6. All Schedules attached to this Bylaw shall form a part of this Bylaw.

### **Part 2 - Responsibilities of Landowners**

- 7. No Owner shall operate or allow to be operated an irrigation installation or equipment in a manner which allows water to enter into or onto any municipally controlled highway, road, lane or open road allowance within the boundaries of the Municipality.
- 8. Where water enters onto and causes damage to any municipally controlled highway, road, lane or open road allowance, the owner of the property where the irrigation installation or equipment responsible for the release of water is located, shall be responsible for any costs associated with repairing the municipally controlled highway, road, lane or open road allowance.

### **Part 3 - Enforcement - Offences - Violation Tickets - Penalties**

#### **Inspections**

- 9. Subject to the entry notice provisions of the Municipal Government Act, a Peace Officer of the Municipality, who has been appointed as a Designated Officer, bearing proper identification, may enter a premises to conduct an inspection in order to determine whether or not this Bylaw or an Order issued pursuant to this Bylaw is being complied with.

#### **Obstruction**

- 10. No person shall interfere with or obstruct a Peace Officer conducting an investigation or taking any action under the authority of this Bylaw or the *Municipal Government Act*.

#### **Remedial Orders**

- 11. Where a Peace Officer believes, that a person has contravened any provision of this bylaw, the Peace Officer may issue a Remedial Order, pursuant to the provisions set out in Section 545 of the *Municipal Government Act*.
- 12. The owner or occupant of a premises, who is served with a Remedial Order, shall comply with the provisions and conditions set out in the Order.
- 13. Remedial Orders may be served:
  - (a) personally to the owner of the premises;

- (b) personally to an occupant, who appears to be 18 years of age or older, of the premises; or
  - (c) when personal service of the Order cannot reasonably be effected or where a Peace Officer believes the owner or occupant of the premises is evading service, the Order may be served by posting it in a conspicuous location on the premises and then sending a copy of the Order to the owner of the premises via single registered mail.
14. A Remedial Order is deemed to have been served:
- (a) Immediately, when served personally to an owner or occupant; or
  - (b) Three (3) days from the date the Remedial Order is posted on the premises and a copy is sent via single registered mail.

#### **Remedial Orders – Review by Council**

15. A person, who is served with a Remedial Order, may seek a review of the Remedial Order by submitting a request in writing to the Enforcement Services Appeal Board, within fourteen (14) days from the date the Remedial Order is served.
16. The written letter request for review pursuant to subsection 14 must contain:
- (a) the name of the person to whom the Remedial Order is directed;
  - (b) the municipal address of the premises to which the Remedial Order has been issued against;
  - (c) a day-time phone number at which the appellant may be reached; and
  - (d) a mailing or email address to which documents in relation to the appeal may be delivered.

#### **Remedial Orders – Appeal to Court of King’s Bench**

17. A person affected by the decision of the Enforcement Services Appeal Board may appeal to the Court of King’s Bench, pursuant to the provisions of Section 548 of the *Municipal Government Act*.

#### **Remedial Orders - Enforcement**

18. Pursuant to S. 549 of the *Municipal Government Act*, if a person fails or refuses to comply with a Remedial Order, the Municipality may take whatever action or measures necessary to remedy a contravention of the *Municipal Government Act*, this Bylaw or any other enactment the County is authorized to enforce or to prevent a re-occurrence of the contravention.
19. Pursuant to S. 546.1 of the *Municipal Government Act*, the Municipality may register a caveat under the Land Titles Act against the certificate of title for the land, in relation to a Remedial Order issued pursuant to S. 545 of the *Municipal Government Act*. Any such caveat must be discharged when the Order has been complied with or when the County has performed the action or measures referred to in the Order.
20. Council may add any unpaid expenses and costs associated to an action or measure taken by the Municipality to remedy a contravention, where the parcel’s owner contravened the enactment or bylaw and the contravention occurred on all or part of the parcel, pursuant to S. 553(1)(c) of the *Municipal Government Act*.

21. Council may add any unpaid expenses and costs associated to an action or measure taken by the County to remedy a contravention to the tax roll of any property for which the person is the assessed person, where that person owes money to the Municipality under S. 549(5) of the *Municipal Government Act*.

### **Offences and General Penalty Provisions**

22. Every person who contravenes any of the provisions of this Bylaw by:
- (a) doing any act or thing which the person is prohibited from doing; or
  - (b) failing to do any act or thing the person is required to do,
- is guilty of an offence.
23. Any person who is convicted on an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed, to imprisonment for not more than one (1) year.

### **Violation Tickets and Penalties**

24. Where a Peace Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a violation ticket in accordance with the *Provincial Offences Procedures Act*.
25. The specified penalty payable in respect of a contravention of any provision of this Bylaw is the amount shown in Schedule 'A' of this Bylaw in respect of that provision.
26. The minimum penalty payable in respect of a contravention of any provision of this Bylaw is the amount shown in Schedule 'A' of this Bylaw in respect of that provision.
27. Notwithstanding subsection 25:
- (a) Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve (12) month period, the specified penalty payable in respect of the second offence is double the amount shown in Schedule 'A' of this Bylaw in respect of that provision; and
  - (b) Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, the specified penalty payable in respect of the third or subsequent offence is triple the amount shown in Schedule 'A' of this bylaw in respect of that provision.
28. Notwithstanding subsection 26:
- (a) Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve(12) month period, the minimum penalty payable in respect of the second offence is double the amount shown in Schedule 'A' of this Bylaw in respect of that provision; and
  - (b) Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, the minimum penalty payable in respect of the third or subsequent offence is triple the amount shown in Schedule 'A' of this Bylaw in respect of that provision.

### **Continuing Offences**

29. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues.

**Mandatory Court or Information**

- 30. No provision of this Bylaw shall prevent any Peace Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act, or from laying an information instead of issuing a violation ticket.

**Liability for Costs**

- 31. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs from which he is liable under the provisions of this Bylaw or the *Municipal Government Act*.

**Part 4 - General**

- 32. A copy of a record of the municipality, certified by the person duly appointed as the Designated Officer for the same as a true copy of the original, shall be admissible evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.
- 33. Schedule ‘A’ as attached, forms a part of this Bylaw.
- 34. It is the intention of the Council of the Municipality that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part be found invalid by a court of competent jurisdiction, it is intended that the invalid section or part shall be severable, and the remainder of the Bylaw will remain in effect.
- 35. It is the intention of the Council of the municipality that all offences created pursuant to this Bylaw be construed and considered as being Strict Liability Offences.

**Effective Date**

- 36. This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ a first time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a third time on this \_\_\_\_ day of \_\_\_\_\_, 2025.


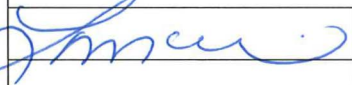


\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Schedule ‘A’

Section Number	Description	Minimum Penalty	Specified Penalty
7	Operate / Allow to be Operate Irrigation Installation / Equipment that allows water to enter onto highway / road / lane / open road allowance	200.00	250.00
10	Obstruct Peace Officer	1000.00	1200.00
12	Fail to comply with Remedial Order	1000.00	1200.00

## Recommendation to Council

<b>TITLE:</b> BYLAW No. 1360-25 (Animal Control Bylaw)			
<b>PREPARED BY:</b> Laura McKinnon		<b>DATE:</b> June 19, 2025	
<b>DEPARTMENT:</b> Planning and Development			
 <b>Department Supervisor</b>	2025/06/19 <b>Date</b>	<b>ATTACHMENTS:</b> 1. Bylaw No. 1360-25	
<b>APPROVALS:</b>			
_____ <b>Department Director</b>		_____ <b>Date</b>	 <b>CAO</b>
_____ <b>Department Director</b>		_____ <b>Date</b>	 <b>CAO</b>

**RECOMMENDATION:**

**THAT Council give first reading to Bylaw No. 1360-25, being the Animal Control Bylaw AND THAT Council give second, third and final reading to Bylaw No. 1360-25.**

**BACKGROUND:**

Through the years bylaws can become outdated and require updates to keep current with the changing desires and wishes of Council, the public, and even provincial and/or federal regulations.

The current Animal Control Bylaw was adopted in Fall 2011, with an amendment for Urban Chickens in 2017.

The general purpose of Bylaw No. 1360-25 is to enhance the current bylaw to promote public safety, protect the welfare of animals, and ensure responsible pet ownership within a community. It sets rules and standards for the care, control, and behavior of animals—such as licensing requirements, leash laws, noise control, and restrictions on dangerous or nuisance animals. These regulations help prevent conflicts between animals and people, reduce the risk of disease or injury, and maintain a clean and peaceful environment for all residents.

A Public Hearing will not be required for Bylaw No. 1360-25, as according to the MGA, a Council is required to conduct public hearings regarding land use bylaws, rezoning, intermunicipal development plans, etc. or on any other matter council deems appropriate.

**FINANCIAL IMPLICATIONS:**

None.



**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

**BYLAW # 1360-25**

**ANIMAL CONTROL BYLAW**

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE REGULATION AND CONTROL OF ANIMALS IN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9.

---

**WHEREAS** pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, the Council of the Municipal District of Pincher Creek No. 9 may pass bylaws for municipal purposes respecting:

- a) The safety, health and welfare of people and the protection of people and property; and
- b) Wild and domestic animals and activities in relation to them; and
- c) The enforcement of bylaws; and

**WHEREAS** the Municipality deems it necessary to provide for the regulation and control of animals within the boundaries of the Municipal District of Pincher Creek No. 9;

**WHEREAS** Council deems it necessary to replace the existing Animal Control Bylaw #1198-10;

**NOW THEREFORE**, be it resolved that the Council of the Municipal District of Pincher Creek No. 9, duly assembled, enacts as follows:

**PART 1 - TITLE, DEFINITIONS AND INTERPRETATION**

**Title:**

1. This Bylaw may be cited as the Animal Control Bylaw.

**Definitions:**

2. In this Bylaw, the following words shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the past and future; words in the plural include the singular; words in the singular include the plural; words in the masculine gender include feminine and neuter genders; words in the feminine and neuter genders include the masculine gender. The word “shall” is always mandatory and not merely directory.
  - (a) “Adult Person” means a person who is over the age of eighteen (18) years of age;
  - (b) “Alberta Animal Health Act” means the Alberta Animal Health Act, R.S.A. 2007, C. A-40.2, as amended or replaced from time to time;
  - (c) “Animal Care Service – Major” means development used for the care, treatment, boarding, breeding, or training of animals and livestock within or outside buildings and includes the supplementary sale of associated products. This use includes veterinary offices or hospitals, animal shelters, boarding or breeding kennels, facilities for impounding or quarantining animals and related research or storage facilities;
  - (d) “Animal Care Service – Minor” means development for the on-site treatment or grooming of small animals such as household pets, where on-site accommodation is not normally provided and where all care and confinement facilities are enclosed within a building. This use includes off-site treatment of animals or livestock of any size and the supplementary sale of associated products. Examples include pet grooming salons, pet clinics and veterinary offices.
  - (e) “Animal Services Centre” means the Pincher Creek Humane Society / SPCA, or any other facility established or contracted for the holding of impounded dogs as set out in this Bylaw;

- (f) “Attack” means an assault by a dog upon a person or other animal consisting of more than one bite and which causes injury to that person or other animal;
- (g) “Bite” means an application of force by a dog by means of its mouth and teeth upon a person or other domestic animal, which results in pain or injury of any nature being inflicted upon that person or other domestic animal;
- (h) “Castle Mountain Resort” includes Castle Mountain Resort Medium Density Residential (CMMDR), Castle Mountain Resort Residential 1 (CMR-1), Castle Mountain Resort Residential 2 (CMR-2), Castle Mountain Resort Seasonal Residential (CMSR), Castle Mountain Resort Ski Resort Core (CMSRC) as defined in the Municipality’s Land Use Bylaw, as amended or replaced from time to time;
- (i) “Chicken” means a domesticated fowl that is kept for egg or meat production or as a pet, but does not include a turkey, goose, duck, artificially reared grouse, partridge, quail, pheasant or ptarmigan;
- (j) “Coop” means a fully enclosed, weatherproof structure and attached outdoor enclosure used for the keeping of Urban Chickens, that is no larger than 10 m<sup>2</sup> (108 ft<sup>2</sup>) in floor area, and no more than 2.4 m (8 ft) in height;
- (k) “Court” means a Court of competent jurisdiction in the Province of Alberta;
- (l) “Dangerous Dog” means a dog deemed to be dangerous through the issuance of an Order made by a Justice;
- (m) “Dangerous Dogs Act” means the Dangerous Dogs Act, R.S.A. 2000, Chapter D-3, as amended or replaced from time to time;
- (n) “Dog” means any domestic dog;
- (o) “Domestic Animal” means any animal kept by a person for domestic purposes or as a household pet, including but not limited to: dogs, cats, rabbits, birds, reptiles, amphibians, or ferrets;
- (p) “Enforcement Services Supervisor” means the person appointed by the Municipality to this position or this person’s designate;
- (q) “Former Owner” means the person who at the time of impoundment or seizure of a dog was the owner of a dog which has subsequently been sold, destroyed, or otherwise disposed of in accordance with this Bylaw;
- (r) “Grouped Country Residential District” has the meaning as defined in the Municipality’s Land Use Bylaw, as amended or replaced from time to time;
- (s) “Hamlet” means the Hamlets of: Beaver Mines, Lowland Heights, Lundbreck, Pincher Station and Twin Butte;
- (t) “Hen” means a domesticated female chicken;
- (u) “Highway” has the same meaning as found and described in the Traffic Safety Act;
- (v) “Justice” has the meaning as defined in the Provincial Offences Procedures Act, R.S.A. 2000, C. P-34, as amended or replaced from time to time;
- (w) “Land Use Bylaw” means the Municipality’s Land Use Bylaw No. 1349-23, as amended or replaced from time to time;

- (x) “Leash” means a tether, line, strap, chain or other material of sufficient strength and length capable of restraining the dog on which it is being used;
- (y) “Livestock” includes, but is not limited to:
  - (i) Horse, mule, ass, swine, emu, ostrich, llama, alpaca, sheep, or goat;
  - (ii) Domestically reared or kept deer, reindeer, moose, elk, or bison;
  - (iii) Farm-bred, fur bearing animals including foxes, rabbits, or mink;
  - (iv) Animals of the bovine species;
  - (v) Animals of the avian species including turkeys, ducks, geese, ostriches, pheasants, ptarmigan, peacocks, or other exotic birds; and
  - (vi) All other animals that are kept for agricultural purposes, but does not include cats, dogs or other domesticated household pets;
- (z) “Motor Vehicle” has the same meaning as defined in the Traffic Safety Act;
- (aa) “Municipal Government Act” means the Municipal Government Act, R.S.A. 2000, C. M-26, as amended or replaced from time to time;
- (bb) “Municipality” means the municipal corporation of the Municipal District of Pincher Creek No. 9 within the boundary thereof as the context requires;
- (cc) “Muzzle” means a humane device of sufficient strength placed over a dog’s mouth to prevent it from biting;
- (dd) “Outdoor Enclosure” means a securely enclosed, roofed outdoor area attached to and forming part of a Coop, having bare earth or vegetated floor for Urban Chickens to roam;
- (ee) “Owner” means any natural person or body corporate:
  - (i) Who has legal title to the animal; or
  - (ii) Who has possession or custody, or care and control of the dog or vicious dog, either temporarily or permanently; or
  - (iii) Who claims and receives a dog or vicious dog from the custody of the Animal Services Centre; or
  - (iv) To whom a licence tag was issued for a dog or vicious dog in accordance with this Bylaw; or
  - (v) Who harbours the dog, or allows the dog or vicious dog to remain on his premises; or
  - (vi) Who is the registered owner of a motor vehicle in which the dog or vicious dog is found or any motor vehicle that is transporting the dog in or on;
- (ff) “Peace Officer” means a person engaged by the Municipality as a Community Peace Officer, a Bylaw Enforcement Officer, a Designated Officer or a member of the Royal Canadian Mounted Police to carry out the provisions of this Bylaw;
- (gg) “Premises” includes the lands, buildings, and other structures located on any property situated in whole or in part within the municipality;

- (hh) “Private Property” means any property within the municipality where the public does not have express or implied right of access and may include land, buildings or structures whether or not affixed to land;
- (ii) “Property of Owner” means land or buildings owned by the owner of a dog, vicious dog, chicken, hen, rooster or other domestic animal in respect of which the owner of any of these animals has a right of occupation;
- (jj) “Provincial Offences Procedures Act” means the Provincial Offences Procedures Act, R.S.A. 2000, Chapter P-35 and the regulations thereunder, as amended or replaced from time to time;
- (kk) “Public Property” means any place in the municipality that the public normally is entitled to access;
- (ll) “Rooster” means a domesticated male chicken;
- (mm) “Running at Large” means:
  - (i) A dog or vicious dog which is not under the control of a person responsible by means of a leash and is actually upon property other than the property in respect of which the owner of the animal has the right of occupation;
  - (ii) A dog or vicious dog which is under the control of a person responsible by means of a leash and which causes damage to persons, property, or other animals;
- (nn) “Severe Injury” means any injury that requires medical attention excepting wound cleaning and basic first aid and includes: wounds requiring sutures or surgery, disfiguring or scarring lacerations, broken bones, severe sprains, or any other similar serious injury;
- (oo) “Tag” means a permanent identification tag issued by the Municipality showing the licence number for a specific dog and that is intended to be worn on a collar or on a harness always attached to the dog when the dog is off the owner’s property;
- (pp) “Traffic Safety Act” means the Traffic Safety Act R.S.A. 2000, C. T-6 and the regulations thereunder, as amended or replaced from time to time;
- (qq) “Trespasser” has the same meaning as found in the Trespass to Premises Act;
- (rr) “Trespass to the Premises Act” means the Trespass to Premises Act, R.S.A. 2000, Chapter T-7, as amended or replaced from time to time;
- (ss) “Unaltered Dog” means a dog that has not been spayed or neutered;
- (tt) “Urban Chicken” means a hen that is at least 16 weeks of age;
- (uu) “Vicious Dog” means any dog which has been declared to be a vicious dog pursuant to the provisions of this Bylaw, pursuant to the provisions of a Bylaw of another municipality, or any animal that has been subject of an Order issued by a Justice pursuant to the Dangerous Dogs Act;
- (vv) “Violation Ticket” means a violation ticket issued pursuant to the Provincial Offences Procedures Act;
- (ww) “Working Dog” means any dog kept for the purposes of working, herding or guarding livestock that is actively working with a livestock operation in this regard.

### **Interpretation:**

3. Nothing in this Bylaw relieves a person from complying with any requirement of any lawful permit, order, or licence.
4. Any heading or sub-headings in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
5. Where this Bylaw refers to another Act, Bylaw, Regulation or Agency, it includes reference to any Act, Bylaw, Regulation or Agency that may amend or be substituted, therefore.
6. All Schedules attached to this Bylaw shall form a part of this Bylaw.

## **PART 2 - DOGS**

### **Number of Dogs Permitted**

7. No person shall have in their possession, custody or control any more than:
  - (a) three (3) dogs on lands or premises within a hamlet, within the Grouped Country Residential District or within the Castle Mountain Resort, unless that person:
    - (i) has a valid development permit issued pursuant to the Land Use Bylaw for an Animal Care Service – Major, authorizing the custody of four (4) or more dogs within the Land Use District; or
    - (ii) is participating in a cultural or community-sanctioned event, and the excess dogs remain in their custody and control throughout the event.
  - (b) four (4) dogs on lands or premises in every Land Use District, except those referred to in Section 7(a), unless that person:
    - (i) has a valid Development Permit issued pursuant to the Land Use Bylaw for an Animal Care Service – Major, authorizing the custody of five (5) or more dogs or
    - (ii) can prove that the dogs are used for an agricultural purpose (i.e. Stock dogs or guardian dogs).

### **Licence Required:**

8. All dogs that are or appear to be at least six (6) months of age, that are owned or kept within a hamlet, Grouped Country Residential and Castle Mountain Resort must be licenced.
9. No person shall own or keep any dog unless such dog is licenced as pursuant to Section 8 of this Bylaw.

### **Administration of Dog Licences:**

10. Dog licences may be obtained by attending the administration office of the Municipality and completion of an application form containing, by providing the following:
  - (a) Name, address and phone number of the applicant;
  - (b) Description of the dog including: breed, gender, colour, name, age;
  - (c) Whether the dog is an unaltered dog or not;

- (d) If applicable, any information about the dog respecting previous designations of being a vicious or dangerous dog in any other municipal jurisdiction; and
  - (e) The one-time licence fee for the dog, as set out in Schedule 'A' of this Bylaw.
11. Upon meeting the requirements set out in Section 10, the Municipality will issue a Tag.
  12. No person shall give false information or omit providing required information when applying for a dog licence pursuant to this Bylaw.
  13. Dog licences and tags are not transferable.
  14. Should a tag be lost, the owner shall contact the Municipality to obtain a replacement tag and is responsible to pay the fee for such replacement tag as set out in Schedule 'A' of this Bylaw.

#### **Rebates and Uncertified Cheques:**

15. No owner of a dog or vicious dog that has obtained a licence is entitled to a licence rebate under this Bylaw and where a dog licence is required pursuant to this Bylaw has been paid for by the tender of an uncertified cheque, the licence:
  - (a) Is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the licence; and
  - (b) Is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

### **RESPONSIBILITIES OF DOG OWNERS**

#### **Running at Large:**

16. The owner of a dog shall ensure that such dog is not running at large.

#### **Unattended Dogs:**

17. The owner of a dog shall ensure that such dog shall not be left unattended while tethered or tied on a premises where the public has access, whether the access is expressed or implied, in a manner that allows the animal to interfere with the free movement of people accessing the premises.
18. The owner of a dog left unattended in or on a motor vehicle shall ensure:
  - (a) The dog is restrained in a manner that prevents contact between the animal and any member of the public; and
  - (b) The animal has suitable ventilation and is not subjected to injurious heat or cold conditions when left unattended in or on that motor vehicle.

#### **Communicable Diseases**

19. The owner of a dog or vicious dog which is suffering from a communicable disease shall:
  - (a) Not permit the dog or vicious dog to be in any public place;
  - (b) Not keep the dog or vicious dog in contact with or in proximity to any other dog, domestic animal or livestock;
  - (c) Keep the dog or vicious dog locked or tied up in a suitable location that supports and ensures the health and welfare of the dog and meets the standards of how a vicious dog shall be kept under the provisions of this bylaw; and

- (d) Immediately report the matter to the Office of the Chief Provincial Veterinarian and the Enforcement Services Supervisor or designate.

## **NUISANCES**

### **Removing Excrement**

- 20. The owner of a dog or vicious dog is responsible for ensuring that:
  - (a) If a dog or vicious dog defecates on any public or private property other than the property of its owner, the owner shall remove such feces immediately;
  - (b) If a dog or vicious dog is on any public or private property other than the property of its owner, the owner shall have in his possession a suitable means of facilitating the removal of the dog's feces;
  - (c) The owner of a dog or vicious dog shall ensure that feces left by the dog or vicious dog on the property of the owner does not accumulate to such an extent that it seriously interferes with other property owners reasonable enjoyment of their property, due to excessive odor and / or unsightliness.

### **Noise**

- 21. The owner of a dog or vicious dog shall ensure that such dog or vicious dog shall not excessively bark, howl or otherwise make or cause excessive noise which disturbs any person and unreasonably interferes with that person's peaceful enjoyment of his property.
- 22. Whether or not any such barking, howling or other such noise is excessive and unreasonably interferes with a person's peaceful enjoyment of his property is a question of fact to be determined by a Court hearing a prosecution pursuant to Section 21 of this Bylaw.

### **Scattering Garbage**

- 23. The owner of a dog or vicious dog shall ensure that:
  - (a) such dog or vicious dog shall not upset any waste receptacle or scatter the contents thereof either in or about a street, lane or other public property or in or about any premises not belonging to or in the possession of the owner of the dog or vicious dog;
  - (b) If such dog or vicious dog does upset any waste receptacle, the owner of such dog or vicious dog shall immediately return any such upset waste receptacle to an upright position, and remove any contents that may have been scattered in or about a street, lane, or other public property or in or about any premises not belonging to or in the possession of the owner of the dog or vicious dog, or contact the owner or occupant of the premises where garbage has been upset and scattered, so as not to further trespass upon such property.

## **THREATENING BEHAVIOURS**

### **Threatening Behaviours**

- 24. The owner of a dog shall ensure that such dog shall not:
  - (a) Bark at, or chase other animals, livestock, or other domestic animals, in a threatening manner;

- (b) Bark at, or chase bicycles, motor vehicles or other vehicles;
  - (c) Growl, lunge, snarl, chase or otherwise threaten a person or persons, whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner;
  - (d) Bite or cause damage to property, animals, livestock, or other domestic animals, whether on the property of the owner or not;
  - (e) Do any act other than biting or attacking, that injures a person or persons whether on the property of the owner or not, unless the person injured is a trespasser on the property of the owner;
  - (f) Bite a person or persons, whether on the property of the owner or not, unless the person bitten is a trespasser on the property of the owner;
  - (g) Attack a person or persons, whether on the property of the owner or not, unless the person attacked is a trespasser on the property of the owner;
  - (h) Bite or attack a person or persons, whether on the property of the owner or not, causing severe injury, unless the person bitten or attacked is a trespasser on the property of the owner;
  - (i) Bite or attack a person or persons causing the death of a person or persons;
  - (j) Cause severe injury to an animal, livestock, or other domestic animals;
  - (k) Cause death to another animal, livestock, or other domestic animals.
25. No owner shall use or direct a dog to attack, chase, harass or threaten a person, animal, livestock, or other domestic animals.
26. Notwithstanding Sections 24(a), 24(d) and 25, a working dog that is actively working with a livestock operation, following generally accepted practices of livestock management, is exempt only when the otherwise prohibited behaviour involves livestock.

### **PART 3 - VICIOUS DOGS**

#### **Hearings and Orders**

27. The owner of a dog alleged to be a vicious dog:
- (a) shall be provided notice of a hearing for determination by the Court not less than ten (10) days before the date of the hearing;
  - (b) shall comply with a surrender order made by the Enforcement Services Supervisor or designate, pursuant to Section 28(a) of this Bylaw;
  - (c) shall comply with any interim contain and control conditions prescribed by the Enforcement Services Supervisor or designate, pursuant to Section 28(b) of this Bylaw.
28. The Enforcement Services Supervisor or designate may:
- (a) order the owner of a dog alleged to be a vicious dog to surrender the dog to a Peace Officer and the dog shall be taken and held in an animal services centre, for the purposes of completing a behavioural assessment, at the owner's cost, pending the outcome of the hearing and any appeals;



- (b) allow the owner to keep possession of a dog alleged to be a vicious dog, pending the outcome and disposition of the hearing in Court and any related appeals, by issuing interim contain and control conditions, which in the opinion of the Enforcement Services Supervisor or designate, ensures the safety of the public
- 29. Upon hearing the evidence, the Justice shall make an Order in a summary way declaring the dog as a vicious dog if the Justice finds as a fact that the dog has caused severe injury to any person.
- 30. Notwithstanding Section 29, if the person who sustained a severe injury was a trespasser, the Justice may make an Order in a summary way declaring the dog vicious.
- 31. Upon hearing the evidence, the Justice may make an Order declaring the dog a vicious dog or order the dog destroyed, or both, if in the opinion of the Justice, the dog or vicious dog poses an unreasonable risk to public safety due to the dog or vicious dog's potential to cause serious damage or injury to persons, property or other animals, livestock, or other domesticated household pets, taking into account the following factors:
  - (a) Whether the dog, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion any person or persons or other animal, livestock or other domesticated household pets upon the street, sidewalk or on any public or private property;
  - (b) Whether the dog has attempted to bite, or has bitten any person or animal, livestock, or other domesticated household pets;
  - (c) Whether the animal has injured, attacked, or caused severe injury to any person or animal, livestock, or other domesticated household pets;
  - (d) The aggression scale classification made by a Peace Officer pursuant to Section 56, as found in Schedule 'D'. (Dunbar Scale)
  - (e) The circumstances surrounding any previous biting, attacking, or injuring incidents;
  - (f) Whether the dog has caused death to another person, animal, livestock, or other domesticated household pet.
- 32. The Order of a Justice declaring a dog vicious shall embody all of the requirements in Sections 34, 35, 36, 37, 38, 39, 40, 41, 43, 44, and 46 of this Bylaw.
- 33. A vicious dog Order pursuant to this Bylaw continues to apply if the dog is sold, given, or transferred to a new owner.
- 34. The owner of a vicious or dangerous dog must immediately notify the Enforcement Services Supervisor, or designate, upon relocating within or to the municipality. The Enforcement Services Supervisor, or designate, may take cognizance of an Order issued in another jurisdiction and direct that the Order applies within the municipality.

### **Regulations**

- 35. The owner of a vicious dog shall, within ten (10) days after the animal has been declared vicious:
  - (a) Have a licenced veterinarian tattoo or implant an electronic identification microchip in or on the vicious dog identifying the dog with a unique identifier to the dog;
  - (b) Provide the information contained on the tattoo or in the microchip to a Peace Officer of the municipality; and

- (c) If the vicious dog is not spayed or neutered, have the vicious dog spayed or neutered.
36. The owner of a vicious dog shall:
- (a) forthwith notify a Peace Officer, employed by the municipality, should the vicious animal be sold, gifted, or transferred to another person or die;
  - (b) remain liable for the actions of the vicious dog until formal notification of the sale, gift or transfer is given to a Peace Officer pursuant to Section 36(a);
37. The owner of a vicious dog shall ensure that when such vicious dog is on the property of the owner such vicious dog is:
- (a) Confined indoors and under the control of a person eighteen (18) years of age or older; or
  - (b) When such vicious dog is outdoors, such vicious dog is:
    - (i) Is in a locked pen or other structure, constructed pursuant to Section 39 in order to prevent the escape of the vicious dog, and capable of preventing the entry of any person not in control of the vicious dog; or
    - (ii) Securely muzzled, and under the control of a person eighteen (18) years of age or older by means of a leash not exceeding one (1) meter in length in a manner that prevents it from being in contravention of Section 52 of this Bylaw.
38. The owner of a vicious dog shall ensure that all times, when off the property of the owner, such vicious dog is securely:
- (a) Muzzled; and
  - (b) Harnessed or leashed on a lead which length shall not exceed one (1) meter in a manner that prevents it from being in contravention of Sections 49, 51 and 52 of this Bylaw, as well as preventing damage to public or private property; and
  - (c) Under the control of a person eighteen (18) years of age or older.
39. The owner of a vicious dog shall ensure that the locked pen or other structure:
- (a) Shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
  - (b) Shall provide the vicious dog with shelter from the elements;
  - (c) Shall be of the minimum dimensions of one and one-half (1.5) meters by three (3) meters and be a minimum of one and one-half (1.5) meters in height;
  - (d) Is located on the property of the owner in a manner that complies with the provisions of the Land Use Bylaw, as amended or replaced from time to time.
40. The owner of a vicious dog shall:
- (a) within ten (10) days of the date of the Order declaring the dog to be vicious, display a sign on his premises warning of the presence of the vicious dog in the form illustrated in Schedule 'E';

- (b) Ensure that a sign required by Section 40(a) shall be placed at each entrance to the premises where the vicious dog is kept and, on the pen, or other structure in which the vicious dog is confined and shall be posted to be clearly visible and capable of being seen by any person accessing the premises

### **Licence Required**

- 41. All dogs deemed to be vicious must be licenced, regardless of the age of the dog or the location within the municipality where the dog is owned or kept.
- 42. No person shall own or keep any vicious dog unless such dog is licenced pursuant to Section 41 of this Bylaw.

### **Administration of Vicious Dog Licences**

- 43. The owner of a vicious dog shall:
  - (a) obtain an annual licence for such vicious dog:
    - (i) on the first day on which the municipal office is open for business after the animal has been declared vicious; or
    - (ii) on the first day on which the municipal office is open for business after he becomes the owner of a vicious dog; and
  - shall ensure that they renew the vicious dog licence on the renewal date specified by the Enforcement Services Supervisor each year thereafter.
  - (b) ensure that, if a vicious dog licence is issued, that such vicious dog wears the current vicious dog licence tag purchased for that vicious dog whenever the vicious dog is off the property of the owner.
- 44. When applying for a vicious dog licence under this Bylaw, the owner shall provide the following:
  - (a) A description of the vicious dog including: breed, name, gender, and age;
  - (b) The name, address, and telephone number of the owner;
  - (c) Proof that the owner is eighteen (18) years of age or older;
  - (d) If the owner is a body corporate, the name, address, and telephone number of the natural person responsible for the vicious dog;
  - (e) Documentation establishing that the vicious dog has been spayed or neutered;
  - (f) Any other information the Enforcement Services Supervisor may require; and
  - (g) The annual licence fee for the vicious dog, as set out in Schedule 'A' of this Bylaw.
- 45. Upon meeting the applicable requirements set out in Sections 34, 43 and 44 of this Bylaw, the Municipality will issue a vicious dog licence and tag.
- 46. An owner of a vicious dog shall:
  - (a) not give false information or omit providing required information when applying for a vicious dog licence pursuant to this Bylaw;
  - (b) forthwith notify the municipality of any change with respect to any information provided in the application for a vicious dog licence under this Bylaw;

- (c) forthwith notify the Municipality should the vicious dog licence tag be lost and pay such fee for a replacement tag as set out in Schedule 'A' of this Bylaw.

47. Vicious dog licences are not transferable.

### **Rebates and Uncertified Cheques**

48. No owner of a dog or vicious dog that has obtained a licence is entitled to a licence rebate under this Bylaw and where a dog licence is required pursuant to this Bylaw has been paid for by the tender of an uncertified cheque, the licence:
- (a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the licence; and
  - (b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

## **RESPONSIBILITIES OF VICIOUS DOG OWNERS**

### **Running at Large**

49. The owner of a vicious dog shall ensure that such vicious dog is not running at large.
50. The owner of a vicious dog shall forthwith notify a Peace Officer of the vicious dog running at large.

### **Unattended Vicious Dogs**

51. The owner of a vicious dog shall not:
- (a) leave such vicious dog unattended, tethered or tied on a premises where the public has access, whether the access is expressed or implied;
  - (b) leave such vicious dog unattended in or on a motor vehicle when not on the property of the owner.

### **Threatening Behaviours**

52. The owner of a vicious dog shall ensure that such vicious dog shall not:
- (a) bark at, or chase other animals, livestock, or other domesticated household pets, in a threatening manner;
  - (b) bark at, or chase bicycles, motor vehicles or other vehicles;
  - (c) growl, lunge, snarl, chase or otherwise threaten a person or persons, whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner;
  - (d) bite or cause damage to property, animals, livestock, or other domesticated household pets, whether on the property of the owner or not;
  - (e) do any act other than biting or attacking, that injures a person or persons whether on the property of the owner or not, unless the person injured is a trespasser on the property of the owner;

- (f) bite a person or persons, whether on the property of the owner or not, unless the person bitten is a trespasser on the property of the owner;
  - (g) attack a person or persons, whether on the property of the owner or not, unless the person attacked is a trespasser on the property of the owner;
  - (h) bite or attack a person or persons, whether on the property of the owner or not, causing severe injury, unless the person bitten or attacked is a trespasser on the property of the owner;
  - (i) bite or attack a person or persons causing the death of a person or persons;
  - (j) cause severe injury to an animal, livestock, or other domesticated household pets;
  - (k) cause death to another animal, livestock, or other domesticated household pets.
53. No owner of a vicious dog shall use or direct a vicious dog to attack, chase, harass, or threaten a person, animal, livestock, or other domesticated household pets.

## **PART 4 - ENFORCEMENT / OPERATIONS FOR DOGS AND VICIOUS DOGS**

### **Notice to Contain and Control**

54. The Enforcement Services Supervisor or designate:
- (a) may allow an owner to keep possession of a dog or vicious dog alleged to have been engaged in any threatening behaviour as set out in Sections 24 and 52 of this Bylaw by serving a notice with contain and control conditions which, in the opinion of the Enforcement Services Supervisor or designate, ensures the safety of the public;
  - (b) shall review the contain and control conditions annually, taking into account any further contraventions of this Bylaw, and shall determine if the notice to contain and control should be continued, revised or revoked.
55. The owner of a dog or vicious dog shall comply with all contain and control conditions set out in a notice issued by the Enforcement Services Supervisor or designate, pursuant to Section 54 of this Bylaw.

### **Aggression Scale Classification**

56. A Peace Officer investigating a complaint involving the threatening behaviour of a dog or vicious dog shall classify the behaviour by means of reference to the Dr. Ian Dunbar's Aggression Scale, which is set out in Schedule 'C' of this Bylaw.

### **Inspections**

57. Subject to the entry notice provisions of the Municipal Government Act, a Peace Officer of the municipality, who has been appointed as a Designated Officer, bearing proper identification, may enter a premises to conduct an inspection in order to determine whether or not this Bylaw or an Order issued pursuant to this Bylaw is being complied with and, where it is determined that this Bylaw or an Order has been contravened, may seize and remove from the premises a dog or vicious dog and take the dog or vicious dog to an animal services centre.

### **Seizure**

58. A Peace Officer may:

- (a) seize, retain and take to an animal services centre any dog or vicious dog:
  - (i) which is found running at large;
  - (ii) which is alleged to have engaged in any threatening behaviours set out in Sections 24 and 52 of this Bylaw;
  - (iii) pending the outcome of a behavioural assessment and/or an application to declare the animal to be a vicious animal or to destroy the animal;
  - (iv) which is alleged to have contravened a provision of a contain and control notice or an interim contain and control notice; or
  - (v) which is required to be impounded pursuant to the provisions of any Statute of Canada or of the Province of Alberta, or any Regulation made thereunder.
- (b) enter onto any property surrounding any building, whether or not such property is enclosed by a fence or other such enclosure, and seize any dog or vicious dog which has violated any provision of section 58(a), and to take such reasonable measures necessary to subdue any such dog or vicious dog, including the use of tranquilizer equipment and other capture devices, and take such dog or vicious dog to an animal services centre.

#### **Obstruction and Interference**

59. No person, whether or not that person is the owner of a dog or vicious dog, which is being pursued or has been pursued or seized by a Peace Officer shall:

- (a) interfere with or attempt to obstruct a Peace Officer who is attempting conduct an inspection, who is attempting to seize or who has seized a dog or vicious dog which is subject to seizure;
- (b) open any vehicle in which a seized dog or vicious dog has been placed; or
- (c) remove, or attempt to remove, from the animal services centre and/or the possession of a Peace Officer, any dog or vicious dog that has been seized.

60. No person shall:

- (a) untie, loosen or otherwise free a dog or vicious dog which has been tied or otherwise restrained;
- (b) negligently or willfully open a gate, door or other opening in a fence or enclosure in which a dog or vicious dog has been confined and thereby allow the dog or vicious dog to run at large in the municipality;
- (c) entice a dog or vicious dog to run at large;
- (d) tease a dog or vicious dog caught or confined in an enclosed space;
- (e) throw or poke any object into an enclosed space when a dog or vicious dog is caught or confined therein; or
- (f) provide false information to or otherwise obstruct a Peace Officer.

61. Section 60(a) shall not apply to a Peace Officer who is attempting to seize or who has seized a dog or vicious dog which is subject to seizure pursuant to this Bylaw.

## **Notifications**

62. If a Peace Officer knows or can ascertain the name of the owner of any seized dog or vicious dog, he shall serve the owner with a copy of the Notice in Schedule 'D' of this Bylaw, either personally or by leaving it with any adult person at, or by mailing it to or by leaving it at, the last known address of the owner.
63. The owner of a dog or vicious dog to whom a Notice is mailed pursuant to Section 62 is deemed to have received a Notice within seven (7) days from the date it is mailed. A Notice served personally on the owner or any adult person at the last known address of the owner shall be deemed to be served on the day of service.

## **Reclaiming**

64. The owner of any seized dog or vicious dog that is eligible for release / return to the owner, may reclaim the dog or vicious dog by:
  - (a) paying to the municipality the costs of any behavioral assessments, impoundment, any care, subsistence or veterinary charges incurred as set out in Schedule 'A' of this Bylaw;
  - (b) where a licence is required under this Bylaw, obtaining the licence for such dog or vicious dog; and
  - (c) complying with any and all provisions which may be imposed in accordance with this Bylaw.

### **Authority of Enforcement Services Supervisor**

65. The Enforcement Services Supervisor, or designate may:
- (a) receive dogs or vicious dogs into protective care at an animal services centre arising from an emergency due to fire, flood or other reasons;
  - (b) retain dogs or vicious dogs temporarily at an animal services centre;
  - (c) retain dogs or vicious dogs pending the outcome of court proceedings and behavioural assessments, in cases where the release of such dogs or vicious dogs could pose an unreasonable risk to public safety, in the opinion of the Enforcement Services Supervisor or designate;
  - (d) charge the owner fees including things such as: costs of behavioural assessments, impoundment, any care, subsistence or veterinary charges incurred as set out in Schedule 'A' of this Bylaw;
  - (e) at the end of the protective care period, if no other arrangements are made between the owner and the Enforcement Services Supervisor or designate, or where the owner cannot be ascertained or located, treat such dogs or vicious dogs as seized dogs or vicious dogs;
  - (f) offer for sale, euthanize or otherwise dispose of all unclaimed dogs or vicious dogs which have been seized or are deemed to be seized;
  - (g) retain a seized dog or vicious dog for a longer period than shown in Section 66, if in his opinion, the circumstances warrant the expense or there are reasonable grounds to believe that the seized dog or vicious dog is a continued danger to a person, animal, livestock or other domestic animals or property.
66. The Enforcement Services Supervisor or designate shall not sell, euthanize or otherwise dispose of a seized dog or vicious dog until a dog or vicious dog is retained in the animal services centre for:
- (a) seven (7) days after the owner has received a Notice or is deemed by Section 63 to have received notice that the dog or vicious dog has been seized; or
  - (b) seventy-two (72) hours, if the name and address of the owner is not known.

### **Euthanizing due to Injury**

67. Any veterinarian, being properly and fully qualified as required by the Province of Alberta, may destroy any dog or vicious dog delivered to the veterinarian after injury to the dog or vicious dog, providing the injury is determined by the veterinarian to be of such serious nature, based upon his professional opinion, that the dog or vicious dog must be destroyed immediately and such costs of destruction may be billed to the municipality and the municipality is at liberty to take all steps considered necessary to recover such costs from the owner of the dog or vicious dog.

### **Fee for Euthanizing**

68. When the Enforcement Services Supervisor or designate decides to euthanize a seized dog or vicious dog pursuant to this Bylaw, the owner shall pay to the municipality a fee as set out in Schedule 'A' of this Bylaw.



### **Require Spay or Neuter**

69. The Enforcement Services Supervisor or designate may, before selling an unclaimed seized dog or vicious dog, require that the dog or vicious dog be spayed or neutered.

### **Full Right and Title**

70. The purchaser of a seized dog or vicious dog pursuant to the provisions of this Bylaw shall obtain full right and title to the dog or vicious dog and the right and title of the former owner of the dog or vicious dog shall cease thereupon.

## **PART 5 - PROHIBITED ANIMALS, LIVESTOCK AND URBAN CHICKENS**

### **Prohibited Animals**

71. The following animal species are prohibited in all Land Use Districts within the municipality:
- (a) Wild boar (*sus scrofa*)
  - (b) Norway rat (*rattus spp*)
  - (c) Venomous snakes
72. The keeping of bees or bee hives is prohibited in areas zoned in the following Land Use Districts within the municipality:
- (a) Hamlets;
  - (b) Castle Mountain Resort;
  - (c) Grouped Country Residential; or
  - (d) Within 500m of a Hamlet or Grouped Country Residential.
73. No person shall allow, keep, permit or otherwise house a prohibited animal within the municipality.
74. No person shall allow, keep, permit or otherwise house bees and/or bee hives within a hamlet, within the Castle Mountain Resort or within a Grouped Country Residential District.

## **LIVESTOCK**

### **Livestock Restrictions**

75. No person shall have in their possession, custody or control, any livestock on lands or premises within:
- (a) a hamlet unless:
    - (i) the person has a valid Development Permit issued pursuant to the Land Use Bylaw for an Animal Care Service – Major or Minor; or
    - (ii) the livestock is located within a hamlet for the purposes of participating in a cultural or community-sanctioned event.

- (b) a Grouped Country Residential District, that exceeds the maximum allowable number of animals permitted as shown in Schedule 'F' of this Bylaw, unless:
    - (i) the person has a valid Development Permit issued pursuant to the Land Use Bylaw for an Animal Care Service – Major or Minor; or
    - (ii) the livestock is located within a Grouped Country Residential District for the purposes of participating in a cultural or community-sanctioned event.
76. The owner of any premises referred to in Section 75, where livestock are bred, kept, raised, displayed, assembled or disposed of, shall ensure that:
- (a) the site is maintained in a clean state; and
  - (b) waste and materials contaminated by waste are:
    - (i) disposed of safely and in a timely manner;
    - (ii) not allowed to accumulate; and
    - (iii) retained on the premises while awaiting disposal.

## **URBAN CHICKENS**

### **Number and Type Permitted**

77. Within the boundaries of a hamlet:
- (a) a person may keep up to a maximum of four (4) urban chickens upon a parcel of land;
  - (b) a person shall not keep a rooster or hen, other than an urban chicken.
78. Within a Grouped Country Residential District, chickens may only be kept upon or in any land, house, shelter, room, place, building, structure or other premises in accordance with the following limits:
- (a) Maximum of 30 chickens on parcels between 1.22 ha – 1.61 ha (3.0-3.99 acres);
  - (b) Maximum of 45 chickens on parcels between 1.62 ha – 2.02 ha (4.0-4.99 acres);
  - (c) Maximum of 60 chickens on parcels between 2.03 ha – 2.42 ha (5.0-5.99 acres);
  - (d) Maximum of 75 chickens on parcels between 2.43 ha – 4.04 ha (6.0-9.99 acres);
  - (e) Maximum of 90 chickens on parcels 4.05 ha (10 acres).
79. No person shall have or allow
- (a) an excessive number of urban chickens,
  - (b) any rooster; or
  - (c) any hen
- to be kept within the boundaries of a hamlet.

80. No person shall have or allow an excessive number of chickens to be kept within a Grouped Country Residential District.

**Responsibilities of Chicken Owners**

81. Urban chicken owners:
- (a) must comply with the Alberta Animal Health Act and any other applicable standards adopted by the Province of Alberta;
  - (b) on whose property chickens are kept, have a duty to take reasonable measures to ensure that:
    - (i) the coop and chickens kept in the coop do not pose a safety risk to persons on adjacent public or private property;
    - (ii) the potential for damage to building and/or property located on adjacent public or private property as a result of the keeping of Urban Chickens is minimized;
    - (iii) the procedures outlined by the Canadian Food Inspection Agency to reduce potential disease outbreak are followed.
82. Urban chicken owners shall keep their urban chickens in accordance with Section 81.
83. A person who keeps one or more urban chickens within a hamlet or chickens within a Grouped Country Residential District must:
- (a) Provide each chicken with at least 0.37 m<sup>2</sup> (4 ft<sup>2</sup>) of coop floor area, and at least 0.92 m<sup>2</sup> (10 ft<sup>2</sup>) of roofed outdoor enclosure, with all structures meeting the setback requirements of the Land Use District in which the parcel is located and as established in the Land Use Bylaw;
  - (b) Provide and maintain a floor of any combination of vegetated or bare earth in each outdoor enclosure;
  - (c) Provide and maintain, in each coop, at least one perch for each chicken, that is at least 15 cm (0.5 ft) long and one nest box;
  - (d) Keep each chicken in the enclosed area at all times;
  - (e) Provide each chicken with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviours such as scratching, dustbathing, and roosting, all sufficient to maintain the chicken in good health;
  - (f) Maintain each chicken enclosure in good repair and sanitary condition, and free from vermin and obnoxious smells and substances;
  - (g) Construct and maintain each chicken enclosure to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
  - (h) Keep a food container and water container in each coop;
  - (i) Keep each coop secured from sunset to sunrise;
  - (j) Remove leftover feed, trash, and manure in a timely manner;
  - (k) Store manure within a fully enclosed structure, and store no more than three cubic feet of manure at a time;

- (l) Remove all other manure not used for composting or fertilizing and dispose of same in accordance with the municipality's Bylaws;
  - (m) Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
  - (n) Keep chickens for personal use only.
84. Owners of urban chickens in hamlets or chickens within a Grouped Country Residential District shall keep those urban chickens / chickens in accordance with Section 83.

## **PART 6 - OFFENCES AND PENALTIES**

### **General Penalty Provisions**

85. Every owner of a dog, vicious dog, livestock, chicken or urban chicken or prohibited animal who contravenes any provision of this Bylaw by:
- (a) doing any act or thing which the person is prohibited from doing; or
  - (b) failing to do any act or thing that the person is required to do;
- is guilty of an offence.
86. Any person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding ten thousand dollars (\$10, 000.00) and in default of payment of any fine imposed, to imprisonment for not more than one (1) year.

### **Violation Tickets and Penalties**

87. Where a Peace Officer believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a violation ticket in accordance with the Provincial Offences Procedures Act.
88. The specified penalty payable in respect of a contravention of any provision of this Bylaw is the amount shown in Schedule 'B' of this Bylaw in respect of that provision.
89. The minimum penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule 'B' of this Bylaw in respect of that provision.
90. Notwithstanding Section 88:
- (a) Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve (12) month period, the specified penalty payable in respect of the second offence is double the amount shown in Schedule 'B' of this Bylaw in respect of that provision; and
  - (b) Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, the specified penalty payable in respect of the third or subsequent offence is triple the amount shown in Schedule 'B' of this Bylaw in respect of that provision.
91. Notwithstanding subsection 89:
- (a) Where any person has been in contravention of the same provision of this Bylaw twice within one (1) twelve (12) month period, the minimum penalty payable in respect of the second offence is double the amount shown in Schedule 'B' of this Bylaw in respect of that provision; and

- (b) Where any person has been in contravention of the same provision of this Bylaw three (3) or more times within one (1) twelve (12) month period, the minimum penalty payable in respect of the third or subsequent offence is triple the amount shown in Schedule 'B' of this Bylaw in respect of that provision.

#### **Continuing Offences**

- 92. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues.

#### **Mandatory Court or Information**

- 93. No provision of this Bylaw shall prevent any Peace Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act, or from laying an information instead of issuing a violation ticket.

#### **Liability for Fees**

- 94. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.

#### **Orders by a Justice Upon Conviction Regarding Dogs / Vicious Dogs**

- 95. A Justice, after convicting an owner of a dog or vicious dog of an offence under this Bylaw may, in addition to the penalties provided in this Bylaw, if the Justice considers the offence sufficiently serious, direct, order or declare one or more of the following:
  - (a) that the owner prevents the dog or vicious dog from doing mischief or causing the disturbance or nuisance complained of;
  - (b) that the owner has the dog or vicious dog removed from the municipality;
  - (c) that the dog is a vicious dog;
  - (d) that the dog or vicious dog be humanely destroyed;
  - (e) that the owner be prohibited from owning any animal for a specified period of time; or
  - (f) make such other order, direction or declaration that in the opinion of the Justice, is necessary to protect the public, dogs, dangerous dogs, livestock, chickens or other domesticated household pets from the dog or dangerous dog.
- 96. When a Justice considers making a direction, order or declaration pursuant to Section 95, the Justice shall take into account the factors set out in Section 31 of this Bylaw.

#### **Proof of Licence**

- 97. The onus of proving a person has a valid and subsisting dog or vicious dog licence is on the person alleging the licence.

#### **Certified Copy of Records**

- 98. A copy of a record of the municipality, certified by the person duly appointed as the Designated Officer for the same as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

**General**

99. Schedules ‘A’, ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’ as attached, form a part of this Bylaw.
100. Any owner who has been informed that any dog or vicious dog licence issued under this Bylaw has been revoked or cancelled, may appeal the determination to the Enforcement Services Supervisor, in writing, within fourteen (14) days of being notified that the licence has been revoked or cancelled.
101. Within thirty (30) days of receiving a notice of appeal by an owner pursuant to Section 100, the Enforcement Services Supervisor shall review the revocation or declaration and receive such information, as in the opinion of the Enforcement Services Supervisor is relevant and determine whether there are just and reasonable grounds to revoke or cancel a licence, and the decision of the Enforcement Services Supervisor is final.
102. No action for damages shall be taken against the municipality or any person acting under the authority of this Bylaw in respect of the destruction, sale or other disposal of any dog, vicious dog seized pursuant to this Bylaw.
103. It is the intention of the Council of the municipality that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part be found invalid by a court of competent jurisdiction, it is intended that the invalid section or part shall be severable, and the remainder of the Bylaw will remain in effect.
104. It is the intention of Council of the municipality that all offences created pursuant to this Bylaw be construed and considered as being Strict Liability Offences.
105. This Bylaw shall come into full force and effect upon the date of the third and final reading and Bylaw # 1198-10 is hereby repealed upon this Bylaw coming into effect.

READ a first time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a third time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Reeve

---

Chief Administrative Officer

**SCHEDULE ‘A’  
FEES**

First impoundment – per dog / vicious dog	\$80.00
Second impoundment – per dog / vicious dog (within twelve (12) months)	\$100.00
Third impoundment – per dog / vicious dog (within twelve (12) months)	\$150.00
Fourth and subsequent impoundment – per dog / vicious dog (within twelve (12) months)	\$250.00
Care and subsistence each full day of impoundment (not including intake or release day)	Market daily rate as set by Animal Services Centre
Dog licence / tag fee (One-time fee)	\$15.00 – for spayed / neutered dogs \$30.00 for unaltered dogs
Vicious dog licence / tag fee (Annual fee)	\$250.00
Replacement dog licence tag	\$20.00
Replacement vicious dog licence tag	\$20.00
Veterinary services	Amount expended
Destruction of dog / vicious dog	Amount expended
Behavioural Assessment for dog / vicious dog	Amount expended

Amount(s) to be paid to the Municipal District of Pincher Creek or the Animal Services Centre, by the owner of the dog / vicious dog to reclaim an animal.

**SCHEDULE 'B'**  
**PENALTIES FOR OFFENCES**

<b>SECTION</b>	<b>OFFENCE DESCRIPTION</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
7(a)	Have more than 3 dogs on lands or premises in Hamlet / Grouped Country Residential District / Castle Mountain Resort	200.00	250.00
7(b)	Have more than 4 dogs on lands or premises	200.00	250.00
9	Unlicenced dog	200.00	250.00
12	Provide false information / Fail to provide required information for dog licence	200.00	250.00
16	Dog Running at Large	300.00	350.00
17	Leave dog unattended that interferes with public access to premises	300.00	350.00
18(a)	Unattended dog improperly restrained in / on motor vehicle	300.00	350.00
18(b)	Unattended dog subjected to injurious heat / cold in / on motor vehicle	400.00	500.00
19	Fail to keep dog suffering from communicable disease in proper way / report to Chief Provincial Veterinarian	200.00	250.00
20(a)	Fail to remove dog feces	150.00	200.00
20(b)	No suitable means to remove dog feces	100.00	150.00
20(c)	Excessive accumulation of dog feces on property of owner	400.00	500.00
21	Dog make / cause excessive noise	300.00	350.00
23(a)	Dog upset waste receptacle / scatter garbage	150.00	200.00
23(b)	Owner fail to return / clean up waste receptacle / notify owner or occupant of premises where garbage scattered	150.00	200.00
24(a)	Dog bark at / chase animals / livestock / other domesticated household pets	300.00	350.00
24(b)	Dog bark at / chase bicycles / motor vehicles / other vehicles	300.00	350.00
24(c)	Dog growl / lunge / snarl / chase / threaten a person	350.00	450.00
24(d)	Dog bite / cause damage to property / animals / livestock / domestic animals	400.00	500.00
24(e)	Dog injure a person	500.00	600.00
24(f)	Dog bite a person	600.00	700.00
24(g)	Dog attack a person	1200.00	1500.00
24(h)	Dog bite / attack person causing severe injury	1700.00	2000.00
24(i)	Dog bite / attack person causing death	Mandatory Court	Mandatory Court
24(j)	Dog cause severe injury to animal / livestock / domestic animal	600.00	800.00
24(k)	Dog cause death to animal / livestock / domestic animal	900.00	1200.00



<b>SECTION</b>	<b>OFFENCE DESCRIPTION</b>	<b>MINIMUM PENALTY</b>	<b>SPECIFIED PENALTY</b>
25	Direct dog to attack / chase / harass / threaten a person / animal / livestock / domestic animal	850.00	1000.00
27(b)	Fail to comply with surrender order	1200.00	1500.00
27(c)	Fail to comply with interim contain and control conditions	1200.00	1500.00
34	Owner of vicious / dangerous dog fail to notify Enforcement Services Supervisor of relocation	550.00	650.00
35(a)	Fail to tattoo / implant microchip on / in vicious dog	550.00	650.00
35(b)	Fail to provide tattoo / microchip information to Peace Officer	550.00	650.00
35(c)	Fail to have vicious dog spayed / neutered	550.00	650.00
36(a)	Fail to notify Peace Officer of sale / gift / transfer / death of vicious dog	300.00	400.00
37(a)	Fail to keep vicious dog confined indoors and under control by person 18 yrs of age or older	1200.00	1500.00
37(b)(i)	Fail to properly keep vicious dog confined on property of owner	1200.00	1500.00
37(b)(ii)	Fail to keep vicious dog muzzled / under control by person 18 yrs of age or older on property of owner	1200.00	1500.00
38(a)	Fail to keep vicious dog muzzled when off property of owner	1200.00	1500.00
38(b)	Fail to keep vicious dog harnessed / leashed properly when off property of owner	1200.00	1500.00
38(c)	Vicious dog not under control of a person at least 18 yrs of age when off property of owner	1200.00	1500.00
39	Improper locked pen or structure for vicious dog	1200.00	1500.00
40	Fail to post / properly post vicious dog sign(s)	1200.00	1500.00
42	Unlicensed vicious dog	1200.00	1500.00
43(a)	Fail to obtain / renew annual vicious dog licence	550.00	650.00
43(b)	Vicious dog not wear licence tag off property of owner	550.00	650.00
46(a)	Provide false information / fail to provide required information for vicious dog licence	550.00	650.00
46(b)	Fail to notify of changes to information for vicious dog	550.00	650.00
46(c)	Fail to notify municipality of lost vicious dog licence tag	550.00	650.00
49	Vicious dog running at large	1200.00	1500.00
50	Fail to notify Peace Officer of vicious dog running at large	600.00	800.00
51(a)	Unattended vicious dog left on premises where public has access	1200.00	1500.00
51(b)	Unattended vicious dog left in / on motor vehicle when off property of owner	1200.00	1500.00
52(a)	Vicious dog bark at / chase animals / livestock / other domesticated household pets	600.00	700.00
52(b)	Vicious dog bark at / chase bicycles / motor vehicles / other vehicles	600.00	700.00
52(c)	Vicious dog growl / lunge / snarl / chase / threaten a person	800.00	900.00

SECTION	OFFENCE DESCRIPTION	MINIMUM PENALTY	SPECIFIED PENALTY
52(d)	Vicious dog bite / cause damage to property / animals / livestock / other domestic animals	900.00	1000.00
52(e)	Vicious dog injure a person	1000.00	1200.00
52(f)	Vicious dog bite person	1200.00	1400.00
52(g)	Vicious dog attack person	2500.00	3000.00
52(h)	Vicious dog bite / attack person causing severe injury	3600.00	4000.00
52(i)	Vicious dog bite / attack person causing death	Mandatory Court	Mandatory Court
52(j)	Vicious dog cause severe injury to animal / livestock / other domestic animal	1300.00	1600.00
52(k)	Vicious dog cause death to animal / livestock / other domestic animal	2000.00	2500.00
53	Direct vicious dog to attack / chase / harass / threaten a person / animal / livestock / domestic animal	Mandatory Court	Mandatory Court
55	Fail to comply with contain and control conditions	1200.00	1500.00
59(a)	Obstruct Peace Officer	800.00	1000.00
59(b)	Open vehicle in which seized dog / vicious dog placed	800.00	1000.00
59(c)	Remove / attempt to remove seized dog / vicious dog from Animal Services Centre / Peace Officer	800.00	1000.00
60(a)	Untie / loosen / free dog / vicious dog	800.00	1000.00
60(b)	Negligently / willfully open gate / door / opening to allow dog / vicious dog to run at large	800.00	1000.00
60(c)	Entice dog / vicious dog to run at large	800.00	1000.00
60(d)	Tease confined dog / vicious dog	800.00	1000.00
60(e)	Throw / poke object into enclosed space where dog / vicious dog confined	800.00	1000.00
60(f)	Provide false information to Peace Officer	800.00	1000.00
73	Allow / keep / permit / house a prohibited animal	300.00	500.00
74	Allow / keep / permit / house bees / bee hives in a hamlet / Castle Mountain Resort / Grouped Country Residential District	300.00	500.00
75(a)	Have / allow livestock in hamlet	300.00	500.00
75(b)	Have / allow maximum allowable livestock in Grouped Country Residential District	300.00	500.00
76	Fail to properly maintain premises where livestock are bred / kept / raised / displayed / assembled / disposed of	300.00	500.00
79(a)	Excessive number of urban chickens in a hamlet	400.00	500.00
79(b)	Rooster in a hamlet	400.00	500.00
79(c)	Hen in a hamlet	400.00	500.00

SECTION	OFFENCE DESCRIPTION	MINIMUM PENALTY	SPECIFIED PENALTY
80	Excessive number of chickens in Grouped Country Residential District	400.00	500.00
82	Fail to appropriately keep urban chickens	400.00	500.00
84	Fail to appropriately keep urban chickens / chickens	400.00	500.00

**SCHEDULE ‘C’  
DR. IAN DUNBAR’S AGGRESSION SCALE**

**Assessment of the severity of biting problems based on an objective evaluation of wound pathology**

<b>Level 1</b>	Dog growls, lunges, snarls – no teeth touch skin Mostly intimidation and / or threatening behaviour
<b>Level 2</b>	Teeth touch skin but no puncture. May have red mark and/or minor bruise from dog’s head or snout, may have minor scratches from paws and/or nails. Minor surface abrasions or lacerations.
<b>Level 3</b>	Punctures one (1) to three (3) holes, single bite. No tearing or slashes. Victim not shaken side to side. Bruising
<b>Level 3.5</b>	Multiple Level 3 bites.
<b>Level 4</b>	Two (2) to four (4) holes from a single bite, typically contact and/or punctures from more than canines, considerable bruising. Black bruising, tears and/or slashing wounds. Dog clamped down and held and/or shook head from side to side.
<b>Level 5</b>	Multiple bites at Level 4 or above. A concerted, repeated attack causing severe injury.
<b>Level 6</b>	Any bite resulting in death of an animal.

This scale was developed by Dr. Ian Dunbar, PHD. B VetMed, MRCVS, of Berkeley California. From his studies Dr. Dunbar has been able to separate and classify bites into a generalized seven level assessment protocol. This scale is used as a standard throughout the world in canine aggression investigations and behaviour assessment.

**SCHEDULE ‘D’  
NOTICE OF SEIZURE**

**NOTICE OF SEIZURE / IMPOUNDMENT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TO: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)

---

**DESCRIPTION OF DOG**

Breed: \_\_\_\_\_ Colour: \_\_\_\_\_ Sex: \_\_\_\_\_ Tag  
#: \_\_\_\_\_

---

You are hereby notified that a dog / vicious dog registered under the above address, or a dog bearing no identification, but is believed to belong to you, has been seized / impounded pursuant to the provisions of Municipal District of Pincher Creek No. 9 - Animal Control Bylaw # ????.

Unless said dog / vicious dog is claimed and all fees / charges are paid on or before \_\_\_\_\_, 20\_\_\_\_, the said dog / vicious dog will be sold, destroyed or otherwise disposed of pursuant to the said Bylaw.

Officer Name  
& Contact Information

**SCHEDULE 'E'**  
**VICIOUS DOG SIGN**

**WARNING!**  
**Vicious Dog**  
**On the Premises**



**M.D. Pincher Creek**  
**Animal Control**  
**Bylaw # ???**

SCHEDULE ‘F’

MAXIMUM ALLOWABLE NUMBER OF LIVESTOCK

IN GROUPED COUNTRY RESIDENTIAL DISTRICT

Type of Animal	Number of Animals Allowed Per Unit of Land	Maximum Number of Animals Allowed Per Parcel
Horse	1 per 0.4 hectares (1 acre)	5
Cattle	1 per 0.4 hectares (1 acre)	5
Swine	1 per 0.4 hectares (1 acre)	5
Donkey or Mule	1 per 0.4 hectares (1 acre)	5
Sheep or Goat	1 per 0.2 hectares (0.5 acre)	10
Llamas or Alpacas	1 per 0.2 hectares (0.5 acre)	10
Rabbits	1 per 0.1 hectares (0.25 acre)	20

- All fractional amounts shall be rounded down to the next lowest whole number
  - Example:
    - Number of horses permitted on 2.47 acre (1 hectare) lot = 2
- Totals are not accumulative.
  - Example:
    - A lot cannot have 5 horses AND 5 mules

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

G4a

June 9, 2025, to June 20, 2025

## **Discussion:**

June 9	Meeting with NCC – Waterton Springs Campground
June 10	Council Committee and Council Meeting
June 11	DKR Consulting Mtg. (CPO program implementation update)
June 16	Senior Management Mtg.
June 16	Joint Council Meeting with Town of Pincher Creek
June 17	Coffee with Council Division 3, Coalfields School
June 18	DKR Consulting Mtg. (CPO program implementation update)
June 18	Joint Health and Safety Committee mtg.

## **Upcoming**

June 24	Council Committee and Council Meeting
June 25	MD Fleet Analysis – Leasing Discussion
June 26	Staff Appreciation Breakfast
June 27	Police Funding Model Review

## **RECOMMENDATION:**

That Council receives for information the Chief Administrative Officer's report for the period June 9, 2025, to June 20, 2025.

Prepared by: Roland Milligan, CAO

Date: June 5, 2025

Respectfully presented to: Council

Date: June 10, 2025



## **ADMINISTRATIVE SUPPORT ACTIVITY**

June 5, 2025 to June 19, 2025

### **Correspondence from the Last Council:**

- Westcastle Ski Club – donation request
- Pincher Creek Emergency Services Commission
- Pincher Creek Curling Club – letter of support

### **Advertising/Social:**

- Various courtesy posts for other community organizations, as they request
- Clean Energy Improvement Program
- Road Closure – RR 29-0
- Public Hearing – 1361-25 – scheduled for July 8, 2025
- Maycroft Road dust control
- Coffee with Council – June 17, 2025
- Gravel hauling update – Division 2 and East side Division 3 and 4
- Cancellation of summer meetings
- North Burmis road construction
- Notice of Special Meeting
- ReUse Fair survey – closes June 24, 2025
- Gravel hauling update – Division 3
- Cattle driving safety (picked up by paper as an article)
- Water Advisory in place

### **Other Activities:**

- FOIP is no longer – now ATIA (Access to Information Act) – more training and information coming
- Coffee with Council – June 17, 2025
- Joint (Special) Council – June 16, 2025
- Working on Hometown Award announcement – needing permission to post names/photo for underage recipients
- Finalizing hay permits
- Re-sent Joint Council Grant applications to anyone who historically applies for over \$5000.
- Working with PW – more PSA's and information for residents (working very well!)
- Organizing a staff appreciation event
- Arranging various upcoming sessions/participation for the Council and the Joint Council

### **Invites to Council:**

- Rural Crime Watch – Booking a Date to Attend Council

### **Upcoming Dates of Importance:**

- Regular Committee, Council – June 10, 2025
- Regular Committee, Council – June 24, 2025
- Canada Day office closure – July 1, 2025
  - Town/MD Fireworks 11 pm
- Regular Committee, Council – July 8, 2025
  - 6:00 pm Public Hearing – 1361-25



## INTERMUNICIPAL LIBRARY BOARD AGREEMENT

Pursuant to Part 1, Division 2 of the Libraries Act

Memorandum of an agreement made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2025

BETWEEN:

The Town of Pincher Creek  
of the first part

And

The Municipal District of the Pincher Creek No. 9  
of the second part

And

The Village of Cowley  
of the third part

WHEREAS Part 1, Division 2 of the Libraries Act makes provisions whereby such Councils may, with the consent of the Minister, enter into agreements relating to the provision of a library service; and

WHEREAS it is deemed expedient and proper by Councils and Parties concerned, that such an agreement be entered into.

NOW THEREFORE, the parties hereto covenant and agree as follows:

1. That the parties hereto agree to establish and operate jointly an intermunicipal library board to be known as The Pincher Creek & District Public Library Board (hereafter referred to as the Board)
2. That the management and operation of the library shall be delegated to the Board constituted as follows:
  - a. 4 members appointed by the Council of the Town of Pincher Creek of which only 1 appointee may be a member of council;
  - b. 4 members appointed by the Council of the Municipal District of Pincher Creek No. 9 of which only 1 appointee may be a member of council;
  - c. 1 member appointed by the Council of the Village of Cowley;

3. That the Board so appointed shall exercise all powers and perform all the duties delegated to an Intermunicipal Library Board under Section 12 of the *Libraries Act*.
4. That the parties to this agreement will jointly approve the bylaws of the Board.  
With the following exception:
  - a. *Libraries Act* 36(a) can only be disallowed by the Town of Pincher Creek.
  - b. *Libraries Act* 36(b) can be disallowed by any municipal council party to this agreement.
5. That the financing of the Board shall be arranged as follows:
  - a. That the annual budget and estimate of funding for the upcoming year shall be prepared by the Board prior to September 15<sup>th</sup> of the current year, and provided to Joint Council for review, followed by individual Councils approval;
  - b. The Village of Cowley shall contribute \$1450 annually towards the boards annual approved budget.
  - c. The Town of Pincher Creek and the Municipal District No. 9 shall contribute equally to the remaining balance towards the Board's annual approved budget.
  - d. These monies shall be due to the Intermunicipal Library Board, half in January and the remainder in July of each year.
6. That an annual financial report shall be conducted in accordance with the *Libraries Act* by a person appointed by the Board and ratified by Councils and when complete, shall be submitted to each Council that is party to this agreement.
  - a. The person appointed by the board shall not be a Library employee, nor a Board Trustee, nor a Councilor of a municipality that is party to this agreement.
  - b. They shall be certified as, at least, a Registered Public Accountant.
7. That the Board or any party to this agreement may propose amendments to this agreement:
  - a. Proposed amendments must be agreed to by at least two parties to this agreement.
  - b. Amendments will be filed with the Minister responsible for libraries.
8. Using the following system, it is hoped that any dispute between the parties to this agreement can be settled:

- |               |  |
|---------------|--|
| <b>Step 1</b> | It is important to avoid any dispute by ensuring the plan is adhered to as adopted.  |
| <b>Step 2</b> | Should any party to this agreement identify an issue that it wishes to dispute, that party should inform all other parties, in writing, the reasons for its dispute.                   |
| <b>Step 3</b> | Each party to the agreement will appoint a representative, all of whom will constitute an ad hoc Dispute Committee.  |
| <b>Step 4</b> | The Committee should discuss the issue with the intent to seek a solution by consensus.  |
| <b>Step 5</b> | Should the Committee be unable to arrive at a consensus, then each Committee representative will contact their chief elected officer to arrange a joint meeting of the councils of the |

municipalities that are parties to the agreement. Councils will then discuss possible solutions.

**Step 6** Should the councils be unable to reach a solution, any municipality may contact Alberta Municipal Affairs to commence a mediation process under the department's guidance.

**Step 7** In the case where further action under the Act is unavailable, the results of the mediation report will be binding on each municipality.

9. That this agreement shall remain in full effect until December 31, 2030.
  - a. This agreement will be amended every five (5) years.
  - b. This agreement may be reopened by any party, with reasons being given to the other parties with 60 days notice in writing.
10. That each party to this agreement contributes as assets and liabilities to the Board those assets and liabilities which each Council and Library Board has invested in the Pincher Creek & District Municipal Library on the day this agreement takes effect.
11. Withdrawal: A party may withdraw from the agreement by giving one year notice by September 15<sup>th</sup>, one year in advance. If any municipality withdraws from this agreement, it leaves all its assets and liabilities with the Board.
12. If two of the three municipalities, parties to this agreement, wish to dissolve the Intermunicipal Library Board they shall proceed in accordance with Section 17.2 of the Libraries Regulations. The final dissolution shall be in accordance to the directions, and the order, of the Minister responsible for libraries.
13. This agreement comes into effect on the date written above.

Town of Pincher Creek

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
CAO




Municipal District of Pincher Creek No. 9

\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
CAO

Village of Cowley

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
CAO

## Recommendation to Council

<b>TITLE: Count of Special Ballot and Advance Ballot Boxes Bylaw 1364-25</b>					
<b>PREPARED BY:</b>			<b>DATE: June 19, 2025</b>		
<b>DEPARTMENT: Corporate Services</b>					
<b>Department Supervisor</b>		<b>ATTACHMENTS:</b> 1. Bylaw No. 1364-25			
<b>APPROVALS:</b>					
		<u>JUNE 19, 2025</u>			
<b>Department Director</b>		<b>Date</b>		<b>CAO</b>	
				<u>2025/06/19</u>	
				<b>Date</b>	

### RECOMMENDATION

**That Council pass first, second and third reading for Bylaw 1364-25.**

### BACKGROUND

- Bylaw 1364-25 allows the Returning Officer of the Municipality to count the special ballot box and advance vote ballot box no earlier than 7:30 p.m. on election day in accordance with section 85.1 of the Local Authorities Election Act.

### FINANCIAL IMPLICATIONS:

Noted Above

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1364-25**

A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 TO ESTABLISH  
COUNTING THE SPECIAL BALLOT BOX AND ADVANCE VOTE BALLOT BOXES.

---

**WHEREAS**, Section 85.1(4) of the Local Authorities Election Act, Chapter L-21 of the Revised Statutes of Alberta 2000, and amendments thereto, The Municipal District of Pincher Creek No. 9 may pass a bylaw allowing the returning officer to count the special ballot, advance vote and institutional vote ballot boxes no earlier than 7:30 pm on election day;

**THEREFORE**, the Council of the Municipal District of Pincher Creek No. 9, duly assembled, enacts as follows:

- 1. This Bylaw shall be referred to as the “Count of Special Ballot and Advance Ballot Boxes Bylaw”.
- 2. Definitions
  - a) “Municipality” means the Municipal District of Pincher Creek No.9.
  - b) “Returning Officer” means a person appointed under Local Authorities Election Act as a returning officer and includes a person acting in the returning officer’s place.
- 3. It be resolved that the Council of the Municipality, duly assembled, enacts as follows:
  - a) That the Returning Officer of the Municipality may count the special ballot box and advance vote ballot box no earlier than 7:30 p.m. on election day in accordance with section 85.1 of the Local Authorities Election Act.
- 4. Coming into Force
  - a) This Bylaw shall come into force upon third and final reading.

READ a first time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time on this \_\_\_\_ day of \_\_\_\_\_, 2025.


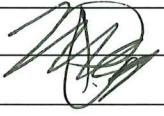

Given UNANIMOUS consent to go to third reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ a third and final time on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Recommendation to Council

<b>TITLE: 2025 Municipal Election – Elector Assistance at Home and Advance Voting</b>			
<b>PREPARED BY:</b> Maureen Webster		<b>DATE:</b> June 5, 2025	
<b>DEPARTMENT:</b> Corporate Services			
			<b>ATTACHMENTS:</b> 1. None
<b>Department Supervisor</b>		<b>Date</b>	
<b>APPROVALS:</b>			
	<u>June 19, 2025</u>		<u>2025/06/19</u>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

THAT Council, in accordance with the Local Authorities Election Act [LAEA], approve the following election procedures for the 2025 Municipal Election:

**Recommendation #1 - Elector Assistance at Home Section 79(1) LAEA, RSA 2000**

THAT where an elector is unable to attend a voting station due to physical incapacity, Council authorizes two deputies to attend the residence of the elector to take the vote, AND THAT such attendance shall occur during the hours of the advance vote, on Tuesday, October 15, 2025, from 10:00 a.m. to 4:00 p.m.

**Recommendation #2 - Advance Voting 73(2) LAEA, RSA 2000**

THAT the advance vote be held on:

- Tuesday, October 15, 2025
- From 10:00 a.m. to 4:00 p.m.
- Location: 1037 Herron Avenue, Pincher Creek, Alberta

**BACKGROUND:**

Council may, in accordance with the Local Authorities Election Act [LAEA], approve the following election procedures for the 2025 Municipal Election:

1. Incapacitated Electors at Home – Section 79 of the Local Authorities Election Act states: “An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours of an advance voting station is open or other times as may be fixed by resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to

## **Recommendation to Council**

attend a voting station or advance voting station to vote.” Legislation further structures the voting procedures and the duties of the Returning Officer for elector assistance at home Section 79 (2-7)




2. Advance Vote – Section 73 of the Local Authorities Election Act states: “An elected authority may by resolution provide for holding an advance vote on any vote to be held during an election”

### **FINANCIAL IMPLICATIONS:**

N/A



## Recommendation to Council

<b>TITLE:</b> C-Safety-001A Violence Prevention Policy C-Safety-001B Harassment Prevention Policy				
<b>PREPARED BY:</b> Michelle Stuart			<b>DATE:</b> June 19, 2025	
<b>DEPARTMENT:</b> Administration – Health and Safety				
			<b>ATTACHMENTS:</b> 1. C-Safety-001A Violence Prevention Policy 2. C-Safety-001B Harassment Prevention Policy	
<b>Department Supervisor</b>		<b>Date</b>		
<b>APPROVALS:</b>				
				
<b>Department Director</b>		<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council approve the updated policies C-Safety-001A and C-Safety-001B.**

**BACKGROUND:**

Recent changes to Alberta's Occupational Health and Safety (OHS) Code mean that our current Violence and Harassment Prevention policies need to be updated to stay in line with the legislation. To meet these new requirements, Administration is bringing the revised policies to Council for approval.

Council has made it clear that creating a safe, respectful, and legally compliant workplace is a top priority. These updates don't replace any existing Council-approved policy but instead update our current procedures to better reflect the new OHS standards.

**FINANCIAL IMPLICATIONS:**

None



## MD OF PINCHER CREEK NO. 9

### CORPORATE POLICY

C-SAFETY-001B

---

#### TITLE: HARASSMENT PREVENTION POLICY

Approved by: Council

Reviewed by: Council

Reviewed by: Council

Reviewed by: Council

Date: January 8, 2019

Date: November 9, 2021

Date: June 11, 2024

Date:

---

#### Related Provincial Legislation:

*Occupational Health and Safety  
Act, Regulations and Code*

#### PURPOSE OF POLICY

The Municipal District of Pincher Creek No. 9 (the "MD") is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment can affect persons, directly or indirectly within an incident, physically and/or psychologically.

#### POLICY STATEMENT

The MD of Pincher Creek respects the rights and interests of all workers and is committed to eliminating or, if that is reasonably practicable, controlling the hazard of harassment. It is committed to a working environment which supports mutual respect, dignity and the ability of workers, and other worksite parties, to work together collaboratively and productively.

#### SCOPE

This policy applies to the Council, Chief Administrative Officer, Directors, Managers, Supervisors, workers and any person who is affiliated with the MD of Pincher Creek

#### DEFINITIONS

**Bullying** means a conscious, willful, deliberate, repeated and hostile activity that may be marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal such as name calling, put-downs, threats, homophobic tendencies (prejudiced behavior against a person's actual or perceived sexual orientation), transphobic tendencies (prejudiced behavior against a person's actual or perceived gender identity or gender expression), social (exclusion, gossip, ganging up), physical (hitting, damaging property), or cyberbullying (the use of technology to support deliberate hostile and hurtful behavior towards an individual or groups of individuals). It can occur with a peer group or between groups.

Bullying may include, but is not limited to the following:

- Verbal Bullying – name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender or sexual orientation, unwanted comments.
- Social Bullying – mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- Physical Bullying – hitting, poking, pinching, chasing, shoving, coercing, or destroying.
- Cyber Bullying – using technology to intimidate, put down or spread rumors about someone.

**Evidence** means a record that shows proof of an activity. Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business of the conduct of affairs and **kept as a record** of such activity. A record includes both business (substantive) and transitory records.

**Harassment** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes:

- a. Conduct, comment, bullying or action because of race, religious beliefs, color physical disability, mental disability, age ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation and,
- b. A sexual solicitation or advance,

But excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

**Sexual harassment** is any unwelcomed sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Sexual harassment can include such things as pinching, patting, rubbing or leering, 'dirty jokes', pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.

**Work site** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. It includes work based social gatherings and meetings such as conferences, seminars etc.

**Worker** includes a person to whom the MD of Pincher Creek pays Worker's Compensation premiums on behalf of the person and volunteers

## RESPONSIBILITIES

Chief Administrative Officer, Directors, Managers, and Supervisors

1. Take immediate and appropriate action to report or deal with incidents of harassment and bullying of any type, whether brought to their attention or personally observed.
2. Assist in investigation harassment and bullying.
3. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally

Workers

1. Will not participate in harassment or bullying
2. Will conduct themselves in a manner that meets acceptable social standards and contribute to a positive work environment where they treat the public, clients and co-workers with dignity and respect.
3. They will familiarize themselves with the procedures that are in place to protect them.
4. All workers are responsible for reporting any incidents as set out in this prevention plan.
5. Shall attending training sessions, when required.

Health and Safety Specialist and Human Resources

1. Ensure workers have acknowledged receipt of this prevention plan.
2. Provide training on harassment and bullying.
3. Investigate alleged acts of harassment and bullying.
4. Arrange assistance (support) for workers, if required.
5. Monitor harassment prevention policy.
6. Evaluate harassment prevention plan.

Health and Safety Committee

1. Communicate the existence of this prevention plan.
2. Review the harassment prevention plan, when required.

## REQUIREMENTS

1. Workers are to be made aware of and understand that acts of harassment and bullying are considered a serious offence for which necessary action will be imposed.
2. Any incidents of harassment or bullying will be investigated, and corrective action taken to address the incident.
3. Those subjected to acts of harassment and bullying shall be encouraged to seek assistance that may require in order to pursue a complaint.
4. Workers are to be advised of available recourse if they are subjected to, or become aware of, situations involving harassment and bullying.
5. Action will be taken against a worker or an individual for making a complaint if the complaint is made maliciously or without reasonable and probable grounds.
6. The MD of Pincher Creek will treat all complaints of this nature seriously and will ensure that they are resolved quickly and fairly.

7. Confidentiality of personal information of those involved, where appropriate, will be maintained. Disclosure of the circumstances related to an incident of harassment of the names of the complainant, the person alleged to have committed the harassment any witnesses, except:
  - a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
  - b. As required by law.
8. Preventing harassment will come in the form of training provided to MD workers. It may also come in the form for other work site parties as part of a condition of employment or work with the MD of Pincher Creek.
9. The harassment prevention plan, which includes this policy and accompanying procedures will be reviewed on the earliest of the following:
  - a. When an incident of harassment or bullying indicates a review is required
  - b. Where there is a change to the work or work site that could affect the potential for harassment to occur
  - c. If the health and safety committee or representative requests a review of the plan
  - d. At least every three (3) years.

The harassment prevention policy is not intended to discourage a worker from exercising right pursuant to any other law, including the *Alberta Human Rights Act*.

**Rick Lemire**  
Reeve

**Roland Milligan**  
Chief Administrative Officer





## MD OF PINCHER CREEK NO. 9

### CORPORATE POLICY

C-SAFETY-001A

---

#### TITLE: VIOLENCE PREVENTION POLICY

Approved by: Council

Date: January 8, 2019

Reviewed by: Council

Date: November 9, 2021

Reviewed by: Council

Date: June 11, 2024

Reviewed by: Council

Date:

---

Related Provincial Legislation:

*Occupational Health and Safety  
Act, Regulations and Code*

#### PURPOSE OF POLICY

The Municipal District of Pincher Creek No. 9 (the "MD") is committed to providing a work environment in which all employees are treated with respect and dignity. Workplace violence has the ability to impact all persons involved in the incident, physically and/or psychologically. An act of workplace violence committed by or against any person(s) by a worker or any other individual affiliated with the MD of Pincher Creek is unacceptable conduct and will not be tolerated.

#### POLICY STATEMENT

The MD of Pincher Creek is committed to eliminating or if that is not reasonable practicable, controlling the hazard of violence.

#### Scope

This policy applies to the Council, Chief Administrative Officer, Directors, Managers, Supervisors, workers and any person who is affiliated with the MD.

#### DEFINITIONS

**Abuser** is a person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Active shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

**Bomb threat** is generally defined as threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death or injuries, whether or not such a device actually exists.

**Domestic violence** is a pattern used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behavior may include physical violence, sexual abuse, financial controls, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

**Evidence** means a record that shows proof of an activity. Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business of the conduct of affairs and **kept as a record** of such activity. A record includes both business (substantive) and transitory records.

**Hostage** is a person held in exchange for certain behavior (*taken from Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*).

**Hostage situation** is anyone takes a person hostage who confines, imprisons, forcibly seizes or detains that person, and in any manner utters conveys or causes any person to receive a threat that the death of, or bodily harm to, the hostage will be caused or that the confinement, imprisonment or detention of the hostage will be continued with intent to induce any persons, other than the hostage, or groups of persons or any state or international or intergovernmental organization to commit or cause to be committed any act or omission as a condition whether expressed or implied, of the release of the hostage. [*Taken from Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*].

**Intimate partner** includes persons legally married to one another, persons formerly married to one another, persons who have a child in common, regardless of whether such persons are married or have lived together at any time, couples who are in an intimate relationship, including but not limited to, couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

**Robbery** is stealing; and for the purpose of extorting whatever is stolen or to prevent or overcome resistance to the stealing, using violence or threats of violence to a person or property. [*Taken from Pocket Dictionary of Canadian Law 4<sup>th</sup> Edition*].

**Security** is a thing which makes the enforcement or enjoyment of a right more certain or secure [*taken from the Pocket Dictionary of Canadian Law 4<sup>th</sup> edition*].

**Terrorism** is politically motivated, pre-planned violence, usually caused by an individual or group trying to influence an audience. The attacks typically are designed to disrupt security and communication systems, destroy property or kill or injure as person(s) as possible.

**Victim** is the person against whom an abuser directs coercive and/or violent acts.

**Violence** whether at a work site or work-related, means threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. Violence may include but is not limited to the following:

- Stranger violence – when the individual is not known to the worker and/or the MD.
- Worker to worker violence- when the incident involves two MD workers.
- Client or customer to worker violence – when the individual is known to the worker and/or the MD.
- Domestic Violence - see definition for domestic violence.

Examples include but not limited to:

- Physical attack or aggression
- Threatening behavior
- Verbal or written threats
- Sexual violence

**Work site** means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. It includes work based social gatherings and meetings such as conferences, seminars etc.

**Worker** includes a person to whom the MD pays Worker's Compensation premiums on behalf of the person and volunteers.

## **RESPONSIBILITIES**

### **Chief Administrative Officer**

1. To provide resources for workplace violence prevention.
2. When requested, assist in informing the parties of the results of the investigation and corrective actions.

Directors, Managers and Supervisors Ensure workers have acknowledged receipt of this policy.

1. Take immediate and appropriate action to report or deal with incidents of violence of any type, whether brought to their attention or personally observed.
2. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.
3. Investigate alleged acts of workplace violence, when applicable.
4. Notify the parties involved of the results of the investigation and corrective action(s).

### **Workers**

1. Will not participate in workplace violence
2. Will familiarize themselves with the procedures that are in place to protect them.
3. Will report any incidents of workplace violence.
4. Shall attend training, when required.

### **Health and Safety Specialist and Human Resource Manager**

1. Provide training on workplace violence.
2. Assist in investigating alleged acts of workplace violence, when applicable.
3. Arrange assistance for workers.
4. Monitor this policy.
6. Evaluate the prevention plan.

### **Health and Safety Committee**

1. Communicate the existence of this plan.

2. Review the violence prevention plan, when required.

## **REQUIREMENTS**




1. Workers are to be made aware of and understand that acts of workplace violence are considered a serious offence for which necessary action will be imposed.
2. Any incidents of workplace violence will be investigated, and corrective action taken to address the incident.
3. Those subjected to acts of workplace violence shall be encouraged to seek assistance that may require in order to pursue a complaint.
4. Workers are to be advised of available recourse if they are subjected to, or become aware of, situations involving workplace violence.
5. Action will be taken against a worker or an individual for making a complaint if the complaint is made maliciously or without reasonable and probable grounds.
6. The MD will treat all complaints of this nature seriously and will ensure that they are resolved quickly and fairly.
7. Confidentiality of personal information of those involved, where appropriate, will be maintained. Disclosing the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence and any witnesses, except:
  - a. Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action and any corrective action to be taken to address the incident.
  - b. Where necessary to inform workers of a specific or general threat of violence or potential violence, and will disclose only the minimum amount of personal information that is necessary to inform workers of the specific or general threat, or
  - c. As required by law.
8. The violence plan, which includes this policy and accompanying procedures will be reviewed on the earliest of the following:
  - a. When an incident of violence indicates a review is required
  - b. Where there is a change to the work or work site that could affect the potential for violence to occur
  - c. If the health and safety committee or representative requests a review of the plan
  - d. At least every three (3) years.

This policy is not intended to discourage a worker from exercising their rights pursuant to any other law, including the *Alberta Human Rights Act*.

**Rick Lemire**  
Reeve

**Roland Milligan**  
Chief Administrative Office

## Recommendation to Council

<b>TITLE:</b> <b>Aware360 Lone Worker Monitoring System</b>				
<b>PREPARED BY:</b> Michelle Stuart			<b>DATE:</b> June 19, 2025	
<b>DEPARTMENT:</b> Administration – Health and Safety				
			<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:**

**That Council receive this report as information.**

**BACKGROUND:**

In conjunction with the implementation of the STARS worker monitoring and after hours call monitoring service, the MD chose to utilise the Aware360 remote worker monitoring system.

Over the past year, we have reviewed the performance of the Aware360 lone worker monitoring system. While the system was introduced to enhance staff safety particularly for employees working alone or in remote areas it has consistently failed to meet expectations.

Since implementation, staff have reported frequent technical issues, including unreliable check-ins, app login failures, and malfunctioning satellite devices (Bivy Sticks). These problems have led to unnecessary emergency escalations and have caused avoidable distractions for employees while working in the field, creating additional safety concerns.

In addition to the technical shortcomings, we have experienced ongoing administrative and billing issues, such as inconsistent invoicing, charges for inactive users, and delayed or missed communication from the vendor. Despite efforts to resolve these concerns, no meaningful progress was made after a final offer from Aware360 to troubleshoot onsite in March 2025.

Given the extent of these challenges, Aware360 has agreed to cancel our contract without penalty. This resolution allows us to move forward without further financial impact and explore more reliable and responsive solutions to support the safety of our staff.

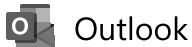


## **Recommendation to Council**

This update is provided for Council's information only, as the contract has been terminated. Administration is in the process of identifying alternative lone worker monitoring systems that better align with operational needs and safety requirements.

### **FINANCIAL IMPLICATIONS:**

None at this time



---

## Road Usage Concerns Letter

---

**From** Christine Bennink <benninkfarmsltd@gmail.com>  
**Date** Wed 2025-06-18 8:18 AM  
**To** Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>  
**Cc** Rick Lemire <CouncilDiv2@mdpinchercreek.ab.ca>

I am sending in this email to request for our dead end road TWP 6-0 to have a 60 KM speed limit. At the meeting it was noted that we could have a speed limit decrease if requested however we had said that it may not be necessary if we can work with the neighbor. I have spoken to Loren at Hill top and we have had some good discussions. We have spoken with him about the speed limit and he too would like it decreased to 60KM. I have also spoken to Daan, who resides at the south east end of the road and he too would be good decreasing the speed limit. Even though Loren has asked his employees to slow to 60km there are many times this is being avoided and I would prefer not to babysit the situation. Loren has since the meeting hired new employment and the traffic continues to grow and a speed limit decrease would definitely help.

Thank you for your time, I look forward to your response.

Christine

On Wed, Apr 2, 2025 at 2:41 PM Jessica McClelland <[AdminExecAsst@mdpinchercreek.ab.ca](mailto:AdminExecAsst@mdpinchercreek.ab.ca)> wrote:  
Good Afternoon,

I have attached a letter from the MD of Pincher Creek regarding your concerns about road usage.

**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@mdpinchercreek.ab.ca](mailto:Communications@mdpinchercreek.ab.ca)

Emails and associated attachments are confidential and intended solely for the individual or entity to whom they have been addressed. In the event you have received this email by mistake, please notify the sender and delete it from your email system. Disclosing, copying, or distributing this information is strictly prohibited. We do not accept any liability from software viruses that may have been transmitted via email, or associated attachments.



## Foothills Little Bow Municipal Association

c/o Vulcan County  
Box 180  
Vulcan, AB TOL 2B0

---

June 10, 2025

### Re: Regular Meeting of the Foothills Little Bow Municipal Association

**Date of Meeting:** **Friday, September 19, 2025**

**Time:** Doors open 9:00 a.m. **Meeting Starts: 10:00 a.m.**

**Location:** Coast Hotel Lethbridge  
526 Mayor Magrath Drive South  
Lethbridge, AB

---

To our members,

Please consider this letter as Notice of the next meeting of the Foothills Little Bow Municipal Association on September 19, 2025.

We encourage you to submit resolutions by August 29<sup>th</sup>, three weeks prior to the meeting.

Municipalities are also encouraged to bring forward any topics which are currently of interest or concern to your community. Please contact me no later than September 5<sup>th</sup> if you wish to make a presentation, along with the amount of time required. If presentations are not brought forward, the Foothills Little Bow Municipal Association will select local presenters or experts from RMA.

Thank you in advance for your anticipated contributions.

Yours truly,

Laurie Lyckman  
Chair



---

## Public Consultations for Potential Listing of Plains Sucker Under the Species at Risk Act

---

**From** Lacho, Christine (she, her / elle, la) (DFO/MPO) <Christine.Lacho@dfo-mpo.gc.ca>

**Date** Mon 2025-06-16 7:57 AM

**To** Lacho, Christine (she, her / elle, la) (DFO/MPO) <Christine.Lacho@dfo-mpo.gc.ca>

Good Morning,

The purpose of this email is to inform you that Fisheries and Oceans Canada (DFO) is conducting consultations on the potential listing of the Plains Sucker (*Pantosteus jordani*), Saskatchewan Nelson-population.

The Committee on the Status of Endangered Wildlife in Canada (COSEWIC) is an independent committee of experts, which assesses the status of a species based on the best available information, including scientific data, local ecological information, and Indigenous traditional knowledge. COSEWIC assessed Plains Sucker, Saskatchewan-Nelson population, as special concern in 2022. The COSEWIC status report for Plains Sucker and other information is available on the Species at Risk Public Registry at: [canada.ca/species-at-risk-registry](https://canada.ca/species-at-risk-registry).

DFO is now conducting consultations with Indigenous organizations, stakeholders, and other parties who may be interested in, or potentially affected by, listing Plains Sucker, Saskatchewan-Nelson population, under SARA. DFO is interested in hearing your views regarding the management measures that would be implemented should the species be listed under SARA, as well as the management measures that would be implemented to promote the conservation and protection of the species under existing legislation (e.g., the *Fisheries Act*), should this species not be listed under SARA. Please note, that as a species of special concern, the Plains Sucker, Saskatchewan-Nelson population, will not be subject to prohibitions under SARA if listed and no critical habitat will be identified for the species. Outcomes of consultations will be considered by DFO when making a recommendation on whether or not Plains Sucker, Saskatchewan-Nelson population, should be added to the List of Wildlife Species at Risk.

DFO is conducting consultations on the listing of Plains Sucker, Saskatchewan-Nelson population, until August 11, 2025. At this time, we would like to request your views on the potential benefits or impacts of listing this species under the SARA.

The consultation materials can be found at the following link: [Plains Sucker \(Saskatchewan-Nelson population\)](#).

Responses received by August 11, 2025 will be considered in the listing recommendation process for this species.

If you or your organization would like more information, please feel free to contact me at the address listed below.

We welcome your participation in this process and value your comments.

Sincerely,

**Christine Lacho**

**(she/her | elle)**

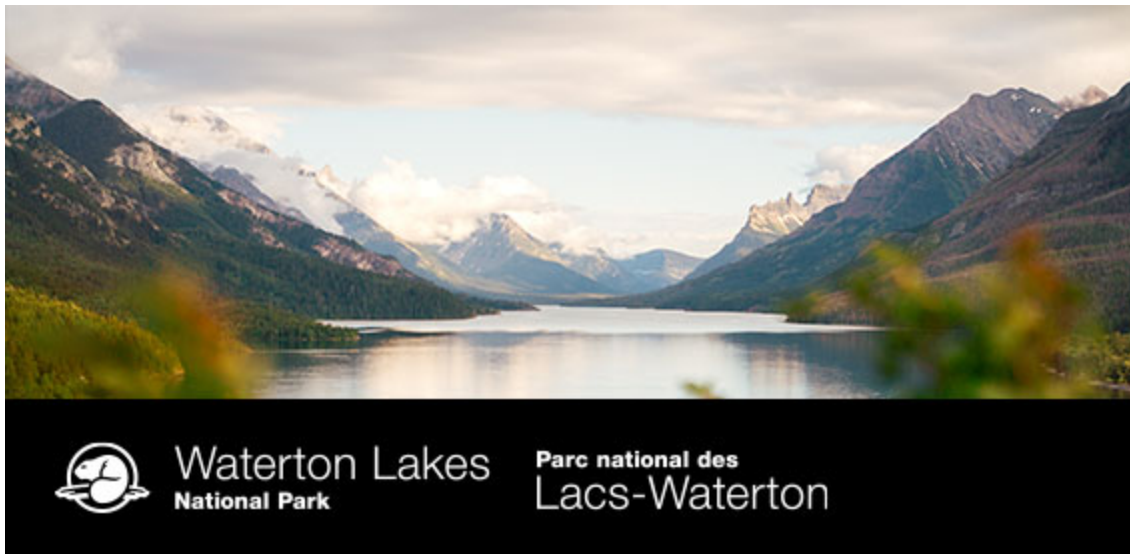
Species at Risk Biologist/ Biologiste, espèces en péril

Cell: 431-373-9094

[Christine.Lacho@dfo-mpo.gc.ca](mailto:Christine.Lacho@dfo-mpo.gc.ca)

Fisheries and Oceans Canada | Pêches et Océans Canada

501 University Crescent, Winnipeg, MB R3T 2N6



## ***Community Bulletin***

# **Summer 2025 Traffic Management in Waterton Lakes**

June 13, 2025

### **High visitation expected**

This summer, Waterton Lakes National Park is expecting high visitation during peak periods, typically weekends and especially on long weekends. Based on current trends, we are preparing for visitation levels at or above those seen in 2017, our busiest year to date.

Parks Canada is excited to welcome visitors and has been actively planning to manage congestion with safety as the top priority.

### **Managing congestion and ensuring safety**

Our primary goal is to provide a safe and enjoyable experience for everyone, while managing congestion. Parks Canada monitors Waterton Lakes' traffic volume in real time and may implement traffic control measures when necessary to ensure public safety. This includes temporarily diverting traffic at the park gate.

### **Traffic diversion protocol**

If the number of vehicles entering the park exceeds available parking capacity, or if a public safety incident creates a traffic bottleneck at a key location, Parks Canada may temporarily divert traffic at the park gate to ease congestion and restore safe traffic flow.

### **During a diversion:**

- All incoming traffic on Highways 5 and 6 will be redirected away from the Entrance Road at the intersection before the park gate.
- Traffic filtering (allowing certain vehicles through) is **not** feasible to ensure staff and visitor safety at a busy intersection. All traffic will be directed to continue in their direction of travel. Only emergency vehicles will be permitted to enter the park.
- All outbound traffic will be routed east on Highway 5 toward Cardston. No outbound traffic will be permitted to exit northwest on Highway 6.

Traffic diversions could affect leaseholders, residents, employees, and visitors with reservations. We understand the inconvenience this may cause. Your cooperation is appreciated.

### **Getting information during a traffic diversion**

- Electronic signs at park boundaries will be updated so traffic has a chance to slow down before reaching the park entrance to maintain a safe operating area during a diversion.
- Updates will be shared via our social media channels and posted on [511 Alberta](#).

- Email bulletins will be issued to advise a diversion is taking place—please be sure to sign up to our [Information Bulletin email list](#) to receive these.

#### Ending a traffic diversion

- A temporary diversion will be in place until traffic is flowing safely again. Parks Canada will consider conditions on the ground as well as traffic data before reopening.
- We anticipate diversions will last about two hours, though this could vary depending on conditions.
- Social media and email bulletins will be issued when traffic is permitted to enter the park once again.
- 511 Alberta will be updated.

#### To reduce the likelihood of being affected by a diversion...

- **Plan ahead.** Expect congestion and delays and give yourself lots of extra time when travelling to the park.
- **Avoid arriving during peak weekend hours if possible.** Plan to arrive before or after 11 a.m. to 3 p.m. on weekends.
- **Inform your guests, staff, and family** to arrive early and expect delays and limited parking in popular areas.
- [Check our Parkways and Parking Lot status webpage](#), [Facebook page](#) and [511 Alberta](#) for traffic updates before you travel.

We appreciate your understanding and cooperation as we work to ensure a safe and enjoyable experience for all.

**Have a fun and safe Canada Day long weekend!**

#### For more information:

Waterton Communications

[watertoncommunications@pc.gc.ca](mailto:watertoncommunications@pc.gc.ca)



***Bulletin communautaire***  
**Gestion de la circulation pour l'été 2025 à**  
**lacs-Waterton**

Le 13 juin, 2025

### **Un grand nombre de visiteurs sont attendus**

Le parc national des Lacs-Waterton s'attend à accueillir un grand nombre de visiteurs cet été durant les périodes les plus achalandées, généralement la fin de semaine, et particulièrement les longues fins de semaine. En nous fondant sur les tendances actuelles, nous nous préparons à recevoir un nombre de visiteurs égal ou supérieur à celui de 2017, notre année record à ce jour.

Parcs Canada est très heureux d'accueillir les visiteurs et nous nous préparons à gérer la congestion en accordant la priorité à la sécurité.

### **Gérer la congestion et assurer la sécurité**

Notre objectif principal est d'offrir une expérience sûre et agréable à chaque personne, tout en gérant la congestion. Parcs Canada surveille la circulation de Lacs-Waterton en temps réel et, au besoin, peut mettre en place des mesures de contrôle pour assurer la sécurité publique, notamment des s temporaires de la circulation à l'entrée du parc.

### **Protocole de détournement de la circulation**

Si le nombre de véhicules qui entrent dans le parc dépasse la capacité de stationnement disponible, ou si un incident de sécurité publique crée un goulot d'étranglement à un endroit clé, Parcs Canada peut détourner la circulation de manière temporaire à l'entrée du parc. Parcs Canada peut temporairement détourner la circulation à l'entrée du parc afin de réduire la congestion et de rétablir une circulation sécuritaire.

### **Pendant un détournement...**

- Tout le trafic entrant sur les autoroutes 5 et 6 sera détourné de la route d'entrée à l'intersection précédant l'entrée du parc.
- Le filtrage du trafic (autoriser le passage de certains véhicules) n'est pas possible pour assurer la sécurité du personnel et des visiteurs à une intersection très fréquentée. Tous les véhicules devront continuer à circuler dans leur sens de circulation. Seuls les véhicules d'urgence seront autorisés à entrer dans le parc.
- Tous les véhicules en partance seront dirigés vers l'est sur l'autoroute 5 en direction de Cardston. Aucun véhicule sortant ne sera autorisé à quitter le parc par la route 6 en direction du nord-ouest.

Ceci peut avoir des répercussions sur les titulaires de domaines à bail, les résidents, les employés et les visiteurs avec réservations. Nous comprenons l'inconvénient que la situation peut causer et nous vous remercions de votre patience et de votre coopération.

### **Information pendant un détournement**

- Des panneaux seront installés aux entrées du parc afin de ralentir la circulation dans le parc pour maintenir une zone d'opération sûre pendant un détournement.
- Des mises à jour seront publiées dans nos médias sociaux et sur [511 Alberta](#).
- Des bulletins électroniques seront publiés pour signaler qu'une déviation est en cours. Veuillez à vous inscrire sur [la liste de diffusion de nos bulletins d'information](#) pour les recevoir.

### **Fin d'une détournement**

- Une déviation temporaire sera en place jusqu'à ce que la circulation soit rétablie en toute sécurité. Parcs Canada tiendra compte des conditions sur le site et des données sur la circulation avant de rouvrir la route.
- Nous prévoyons que les déviations dureront environ deux heures, mais cela pourrait varier selon les conditions.
- Des bulletins seront diffusés dans les médias sociaux et par courriel lorsque la circulation sera de nouveau autorisée à entrer dans le parc.
- Le site 511 Alberta sera mis à jour.

### **Pour aider à réduire la probabilité d'être touché par un détournement...**

- **Planifiez** : attendez-vous à de la congestion et à des ralentissements, et donnez-vous beaucoup de temps pour vous déplacer dans le parc.
- **Évitez les heures de pointe de fin de semaine** : Planifiez votre visite en dehors de la période de 11 h à 15 h la fin de semaine.
- **Dites à vos invités, votre personnel et votre famille** d'arriver de bonne heure et de s'attendre à des ralentissements et à des places de stationnement limitées dans les aires très fréquentées.






---

**Fw: PCCC- project update June 2025**


---

**From** Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>  
**Date** Fri 2025-06-13 1:57 PM  
**To** Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

For Next Council.  
 I don't think there is a need to include the geotechnical report.

Regards,

**Roland Milligan**

Chief Administrative Officer

M.D. of Pincher Creek No. 9

Box 279

1037 Herron Avenue

Pincher Creek, AB T0K1W0

Phone: 403-627-3130

Email: AdminCAO@mdpinchercreek.ab.ca

Emails and associated attachments are confidential and intended solely for the individual or entity to whom they have been addressed. In the event you have received this email by mistake, please notify the sender and delete it from your email system. Disclosing, copying, or distributing this information is strictly prohibited. We do not accept any liability from software viruses that may have been transmitted via email, or associated attachments.

---

**From:** pincher creek Curling club <pinchercreekcurlingclub@gmail.com>  
**Sent:** June 13, 2025 12:17 PM  
**To:** Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>; Konrad Dunbar <Cao@pinchercreek.ca>  
**Cc:** Carrie Kinahan <carrie\_kinahan@hotmail.com>  
**Subject:** PCCC- project update June 2025

 Pincher Creek Curling Club.pdf

### **Pincher Creek Curling Club – Project Update June 2025**

We are excited to share some significant progress on the future home of the Pincher Creek Curling Club!

The Club has officially signed a 20-year lease agreement with the Town of Pincher Creek for the site located at **1101, 1103, and 1105 Chief Mountain Way**. This marks a major milestone in our journey toward building a new facility that will serve our community for generations to come.

The site has been professionally surveyed and is currently in the process of being amalgamated into a single parcel. A geotechnical study has been completed, and we are pleased to report that the results support the development of our new facility.

Construction documents and detailed site plans are well underway. We are also thrilled to announce that **Westco Construction** has recently been awarded the role of **Construction Manager** for the

project. We are very excited to welcome them on board and look forward to working with their experienced team.

While we've made great strides, we are still actively fundraising to cover the remaining project costs. We continue to apply for grants and are reaching out to corporations, local businesses, and individuals who share our vision for a vibrant new curling facility in Pincher Creek.

Feel free to reach out via email if you have any questions.

Hayley



**Hayley Smith | President**

Email: [pinchercreekcurlingclub@gmail.com](mailto:pinchercreekcurlingclub@gmail.com)

Website: [www.pinchercreekcurlingclub.com](http://www.pinchercreekcurlingclub.com)