

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

A. ADOPTION OF AGENDA

B. DELEGATION

C. MINUTES/NOTES

1. Council Committee Minutes
 - August 26, 2025
2. Council Meeting Minutes
 - August 26, 2025

D. UNFINISHED BUSINESS

- a) Fisher Bridge Delegation – August 26, 2025
- b) Meeting request with Minister Williams – RMA Fall Convention 2025

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
 - WBRA July Update
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 September 3, 2025
 - Schedule A – Shop/Fleet Report
- b) Utilities & Infrastructure Report
 - Report from Utilities & Infrastructure dated September 3, 2025
- c) Community Events Board - Budgetary Increase Request
 - Report from Utilities & Infrastructure dated September 3, 2025

2. Finance

3. Planning and Community Services

- a) Bylaw 1365-25 (Traffic Bylaw)
 - Report from Development dated September 4, 2025
- b) Bylaw 1361-25 (Land Use Bylaw Amendment)
 - Report from Development dated September 4, 2025

4. Municipal

- a) CAO Report
 - Report from Administration, dated September 4, 2025
- b) 2025 Coffee with Council Date
 - Report from Administration dated August 29, 2025
- c) November/December Council Meetings
 - Report from Administration dated September 4, 2025

H. CORRESPONDENCE

1) For Action

- a) Pincher Creek & District Chamber of Commerce
 - Request for Sponsorship at Awards of Excellence
- b) Question on Long Term Effects of Industrial Development
 - Email Request for Information from Heidi Eijgel
- c) Pincher Creek Minor Hockey
 - Request for Raffle Donation
- d) Pincher Creek Emergency Services Commission
 - FRIAA (Forestry Resource Improvement Association of Alberta) Grant Application
- e) Royal Canadian Legion
 - Remembrance Day Requests
- f) Foothills Little Bow
 - Meeting September 19, 2025

2) For Information

- a) Engagement on Managing Agricultural Plastics Waste through a Regulatory Approach
 - Survey Reminder
- b) Implementation Recommendations Report – Pincher Creek Region
 - Report from Quest
- c) Ag for Life
 - 2025 Mid Year Impact Report

I. NEW BUSINESS

J. CLOSED MEETING SESSION

K. ADJOURNMENT

MINUTES
REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, August 26, 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 Assistant Manager Alex Elliot, Utilities & Infrastructure Manager David Desabrais, Development Officer Laura McKinnon, Community Peace Officer Robyn Potter, and Executive Assistant Jessica McClelland.

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

1. Approval of Agenda

Councillor Jim Welsch

Moved that the agenda for the August 26, 2025, Committee Meeting be approved as presented.

Carried

2. Delegation

Fisher Bridge Area Residents

Louis and Cindy Debroux attended the meeting along with other area residents in the gallery. Their main concerns relate to the installation of stairs at Fisher Bridge. The MD plans to install a permanent staircase adjacent to Fisher Bridge, following a request from a local kayaking group to enhance recreation in the area. The residents in the area have noticed a significant increase in the following:

- Trespassing
- Traffic
- Litter and materials left behind that residents are cleaning up
- Fences are being cut
- Fires, even during a fire ban
 - Who will pay the fire bill if one is started?
- Overnight camping
- Blocking roads, as there is no parking
- Effects on local wildlife
 - The osprey nest has been in that area for decades and has been disturbed, leading to the death of the birds

While residents have tried to mitigate this issue with “No Trespassing” signs, the MD has also installed a “Local Traffic Only” sign. The MD Community Peace Officer has visited the area to hear the concerns of the residents.

REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
TUESDAY, AUGUST 26, 2025

With the closure of other tourism areas by the province, more people are discovering these local spots, and they are becoming overcrowded and mistreated. While the residents understand they can't block all access to the river, legally, access is available at the ordinary high water mark; there has been an increase in trespassing on private lands, and residents have daily conversations with visitors to educate them.

Residents are seeking guidance from the MD on how they can address some of these issues. One potential suggestion was to have an official sign from the MD at the resident's home, along with additional fencing along the river. The Council understands that many areas in the MD are suffering from this same issue, and the Alberta Government has named Southwest Alberta a destination to enjoy; unfortunately, this increases traffic and people in the area without providing the Municipality with the necessary assistance to mitigate the issues that arise. The MD could assist with lobbying the Government to support the installation of possible hand gates in the wildlife fencing, which would provide more access along the river.

John Knoeck spoke up at this time to discuss the North Side of the river, stating that the issue isn't the regular fisherman in the area who abide by the rules, but the visitors to the area who don't understand where they can fish or walk. The North side doesn't experience the same amount of trespassing as the South side, but does have issues with parking on road allowances, fires left unattended, and vehicles being abandoned.

The Council thanked the residents for attending and, given the imminent concerns, will discuss at a later Council meeting.

Residents from the Fisher Bridge area left the meeting at 11:46 a.m.

3. Closed Session

Councillor Dave Cox

Moved that the Council move into closed session to discuss the following, the time being 12:05 pm.

- a) Public Works Call Log – ATIA Sec. 29.1
- b) Joint Council Grant Funding Prelim Discussion - ATIA Sec. 28.1
- c) Joint Council Grant Funding Program Administration – ATIA Sec. 28.1
- d) Councillors and Members At Large Remuneration C-CO-001 – ATIA Sec. 28.1
- e) Draft Bylaws 1365-25 Traffic and 1366-25 Community Standards – ATIA Sec. 28.1

Councillor Jim Welsch

Moved that Council move out of closed session, the time being 3:01 pm.

Carried

4. Draft Policy C-CO-008 Public Art

- Due to time constraints, Draft Policy C-CO-008 Public Art is moved to September 9, 2025

REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
TUESDAY, AUGUST 26, 2025

5. Round Table

6. Adjournment

Councillor Tony Bruder

Moved that the committee meeting adjourn at 3:02 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

MINUTES

100007

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

REGULAR COUNCIL MEETING

AUGUST 26, 2025

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, 2025, at 3:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

- PRESENT

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

CAO Roland Milligan, Director of Corporate Services Meghan Dobie, Utilities & Infrastructure Manager David Desabrais, Public Works Assistant Manager Alex Elliot, Development Officer Laura McKinnon, Community Peace Officer Robyn Potter, and Executive Assistant Jessica McClelland.

Reeve Rick Lemire called the meeting to order at 3:02 pm.

A. ADOPTION OF AGENDA

Councillor John MacGarva

25/372

Moved that the agenda for August 26, 2025, be amended to include:

- G1f) Funding Increase North Pincher Station
- G3c) Bylaw 1366-25 Community Standards
- H1f) Fall Fair at Heritage Acres
- Ja) Castle Valley Campground Information – ATIA Sec. 28.1
- Jb) Preliminary Discussion - Campground Information – ATIA Sec. 28.1

AND THAT the agenda be approved as amended.

Carried

B. DELEGATIONS

C. MINUTES

- 1) Council Committee Meeting Minutes – July 8, 2025

Councillor John MacGarva

25/373

Moved that the minutes of the Council Committee Meeting of July 8, 2025, be approved as presented.

Carried

- 2) Council Meeting Minutes – July 8, 2025

Councillor Tony Bruder

25/374

Moved that the minutes of the Council Meeting of July 8, 2025, be amended to change Don Hill, a resident from Division #5 to be a resident from Division #1,

AND THAT the minutes be approved as amended.

Carried

D. UNFINISHED BUSINESS

- a) Pincher Creek Chamber – All Candidates Election Forum

Councillor Dave Cox

25/375

Moved that administration coordinate with the Pincher Creek Chamber for them to arrange an All-Candidates Election Forum, should the MD have elections this fall,

AND THAT the MD will pay the invoice to a maximum of \$ 2,940, with the amount to be taken from Grants to Groups and Organizations.

Carried

Minutes
 Council Meeting
 Municipal District of Pincher Creek No. 9
 August 26, 2025

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
 - Crowsnest Pass Pincher Creek Landfill Association
 - Pincher Creek Regional Emergency Management Organization
2. Reeve Rick Lemire – Division 2
 - Emergency Advisory Committee
 - Intercollaborational Framework with Town of Pincher Creek
 - Shadow Minister for Transportation and Economic Corridors, Lorne Dach, with CAO
 - Alberta SouthWest
3. Councillor Dave Cox– Division 3
 - Emergency Advisory Committee
 - Chinook Arch Regional Library
 - Castle Mountain Resort
 - Heritage Acres Pancake Breakfast
 - Health Committee
 - Pincher Creek Foundation
 - Pincher Creek Parade
4. Councillor Jim Welsch - Division 4
 - Family and Community Support Services
 - Police Advisory Committee
 - Intercollaborational Framework with Town of Pincher Creek
 - Pancake Breakfast at Heritage Acres
 - Resident in Division elected to Alberta Regional Advisory Committee
 - Pincher Creek Parade
5. Councillor John MacGarva – Division 5
 - ID #4 (Waterton) Meeting
 - Pincher Creek Parade

Councillor Tony Bruder 25/376

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor Dave Cox 25/377

Moved that Council receive the Public Works Operations Report, including Schedule A – Shop/Fleet Report, for the period June 30, 2025, to August 17, 2025, as information.

Carried

b) Sinnott Farm Service Dust Control Trial

Councillor Tony Bruder 25/378

Moved that Council approve the dust control trial proposal and waive clause 13 of Corporate Policy C-PW-009 for a trial of C20+ dust control product.

Carried

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f) Funding Increase North Pincher Station

Councillor Jim Welsch 25/379

Moved that Council approve an increase in funds for North Pincher Station ditching and drainage capital project, in the amount of \$30,000, with said funds coming from the Road Reserve.

Carried

c) Utilities & Infrastructure Report

Councillor Jim Welsch 25/380

Moved that the Utilities & Infrastructure report for July 3, 2025, through August 19, 2025, is received as information.

Carried

d) Therriault Dam Rehabilitation - Spillway & Wave Mitigation Upgrades Capital Discussion

Councillor Dave Cox 25/381

Moved that Council direct Administration to approve finalizing design drawings and specifications for the current rehabilitation scope and to pursue alternative funding options Drought and Flood Protection Program (DFPP) for the Therriault Dam Rehabilitation Project for 2026 Capital Budget discussions,

AND THAT Council direct Administration to expand the scope of the Therriault Dam Rehabilitation Project for 2026 Capital Budget discussions to consider drought water supply issues.

Carried

e) Bridge File #70417 TWP RD 70 (Landfill Rd) Replacement – Road Closure vs. Staged Construction

Councillor John MacGarva 25/382

Moved that Council approve a fall 2025 closure and detour on a section of TWP RD 70 (Landfill Road) required for Bridge File 70417 construction.

Carried

2. Finance

a) 7160.000 Bad Debt Expense

Councillor Tony Bruder 25/383

Moved that Council agree to fund a bad debt expense of \$80,534 related to tax roll 7160.000 through the Tax Rate Stabilization Reserve (6-12-0-735-6735).

Carried

3. Development and Community Services

a) Quarter 1 Reporting RCMP

Councillor Jim Welsch 25/384

Moved that the following quarterly reporting from the RCMP be received as information:

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- Crowsnest Pass Detachment
- Pincher Creek Detachment

Carried

b) Notice of Public Hearing - Bylaw No. 2025 from MD of Willow Creek

Councillor John MacGarva 25/385

Moved that Council receive the Public Hearing Notice and Bylaw No. 2025 from MD of Willow Creek as information.

Carried

c) Bylaw 1366-25 Community Standards

Councillor Dave Cox 25/386

Moved that Council give first reading to Bylaw No. 1366-25, being the Community Standards Bylaw,

AND THAT Council set a date for a Public Meeting for Monday, October 6, 2025, at 6:00 pm at the MD Administration Building.

Carried

4. Municipal

a) CAO Report

Councillor Dave Cox 25/387

Moved that Council receive the CAO Report for the period July 14, 2025, to August 19, 2025, as information.

Carried

H. CORRESPONDENCE

A. For Action

a) Heritage Acres Musical Ride

Councillor Dave Cox 25/388

Moved that the Heritage Acres Musical Ride on July 16, 2025 invite be accepted as information.

Carried

b) Pincher Creek Community Volleyball - Request for Sponsorship

Councillor Tony Bruder 25/389

Moved that Council decline the request for funding for the Pincher Creek Community Volleyball.

Carried

c) ALUS - Ecosystem Services Grant Program Application - Request for Letter of Support

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Councillor Tony Bruder 25/390

Moved that Council approve a letter of support for ALUS in their application for the Ecosystem Service Grant.

Carried

d) Pincher Creek Municipal Library - Request for Partnership

Councillor Dave Cox 25/391

Moved that the MD sponsor the Pincher Creek Municipal Library for their Dark Sky Guides Planetarium in the amount of \$750,

AND THAT this amount is to be taken from Grants to Groups and Organizations.

Carried

e) Meeting Request with Minister Williams - RMA Fall Convention 2025

Councillor Tony Bruder 25/392

Moved that meeting request with Minister Williams be tabled to the meeting of September 9, 2025.

Carried

f) Fall Fair at Heritage Acres

Councillor Tony Bruder 25/393

Moved that Council direct Public Works to water the gravel road for the Fall Fair at Heritage Acres on Friday September 12, 2025,

AND THAT administration purchase tickets for Division #2 Councillor and his spouse.

Carried

B. For Information

a) Orphan Well Association - Letter dated July 18, 2025

Councillor Tony Bruder 25/394

Moved that administration be directed to reply to the Orphan Well Association, stating that while we appreciate the work that has been done to clean up the orphan wells, we would appreciate that local contractors be hired for these jobs.

Carried

b) Introduction of New Commanding Officer - Letter from RCMP dated July 17, 2025

Councillor Jim Welsch 25/395

Moved that the letter from the RCMP for the introduction of the new commanding officer be received as information.

Carried

c) 2025 Canada Community-Building Fund (CCBF) Allocations - Letter from Municipal Affairs dated August 8, 2025

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Councillor Jim Welsch 25/396

Moved that the 2025 Canada Community-Building Fund (CCBF) Allocations - Letter from Municipal Affairs be received as information.

Carried

d) Minister of Agriculture and Agri-Food Response - Letter dated July 23, 2025

Councillor Tony Bruder 25/397

Moved that the Minister of Agriculture and Agri-Food response letter be received as information.

Carried

e) Maycroft Road Funding Response - Email from MLA Chelsae Petrovic

Councillor John MacGarva 25/398

Moved that the Maycroft Road funding response be received as information.

Carried

f) Economic Impacts of Implementing Pincher Creek's Community Energy and Emissions Plans - Report from QUEST

Councillor Dave Cox 25/399

Moved that the Economic Impacts of Implementing Pincher Creek's Community Energy and Emissions Plans, report from QUEST be received as information.

Carried

g) Chinook Arch Regional Library System - August Board Report

Councillor Dave Cox 25/400

Moved that the Chinook Arch Regional Library System - August Board Report be received as information.

Carried

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Jim Welsch 25/401

Moved that the Council move into closed session to discuss the following, the time being 5:24 pm.

- a) Castle Valley Campground Information – ATIA Sec. 28.1
- b) Preliminary Discussion - Campground Information – ATIA Sec. 28.1

Carried

Councillor John MacGarva 25/402

Moved that Council move out of closed session, the time being 5:52 pm.

Carried

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a) Castle Valley Campground Information

Councillor Dave Cox 25/403

Moved that Council receive the letters from leaseholders of Castle Valley Campground as information and respond to the owner, requesting that the response be forwarded to all the leaseholders.

Carried

b) Preliminary Discussion - Campground Information

Councillor Tony Bruder 25/404

Moved that administration be directed to invite the Council for ID #4 (Waterton) to a future Council meeting.

Carried

K. ADJOURNMENT

Councillor Jim Welsch 25/405

Moved that Council adjourn the meeting, the time being 5:53 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER



Fw: Meeting request with Minister Williams – RMA Fall Convention 2025

From Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>

Date Wed 2025-08-20 11:57 AM

To Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

 1 attachment (31 KB)

2025 RMA Meeting Template.xlsx;

Council Action

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

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From: Lisa Klemp <Lisa.Klemp@gov.ab.ca> on behalf of MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: August 19, 2025 9:18 AM

To: MA Engagement Team <ma.engagement@gov.ab.ca>

Subject: Meeting request with Minister Williams – RMA Fall Convention 2025

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Rural Municipalities of Alberta (RMA) Fall Convention, scheduled to take place at the Edmonton Convention Centre from November 17-20, 2025. These meetings will be in person at the convention centre or the Alberta Legislature, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca no later than **September 19, 2025** (Attachment 1).

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the

convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:
Rural Municipalities of Alberta Fall 2025 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor



Fw: WBRA August Update

From Tony Bruder <CouncilDiv1@mdpinchercreek.ab.ca>
Date Sun 2025-08-31 9:07 AM
To Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Good morning

Please ad to the next agenda

Tony

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From: Waterton Biosphere Reserve Association <info@watertonbiosphere.com>
Sent: Sunday, August 31, 2025 9:06:01 AM
To: Tony Bruder <CouncilDiv1@mdpinchercreek.ab.ca>
Subject: WBRA August Update

Sunday, August 31, 2025



What's new with WBRA



BEAVER TALES - It's been a busy month in the Waterton Biosphere Region as staff and stakeholders have been gathering to talk about North America's largest rodent, the beaver (*Castor canadensis*). Above is the evidence of a beaver shopping trip. Willows near the water's edge have been coppiced by the industrious water mammal, which uses the limbs for both food and shelter. (Photo: T. Porter/WBR)

Beavers: Hosts & Donors

How do you run a beaver dating service (i.e., matching those having beaver-related conflicts with those wanting beaver benefits)? What makes a good site for a beaver? What would help ensure beaver settlement if they were moved? What permits are required?

These questions and more were discussed on August 25 at the Spring Point Community Hall. Landowners and partners gathered to learn more about a two-year pilot project to identify and implement best management practices in beaver relocation.

The current project is a partnership between WBR, Cows & Fish, and the Miistakis Institute to better understand the path to using beaver relocation as a watershed restoration tool that improves drought and flood resilience across the landscape. Previous work by partners provided opportunities for landowners to learn about the various benefits beavers bring to the local ecosystem including above and below ground water storage, water filtration, and habitat for wildlife and to learn about coexistence tools. This new project builds on that work.



BEAVER BELIEVERS - A group of area stakeholders takes part in the first of two beaver relocation workshops at Spring Point Hall on August 25. (Photo: T. Porter/WBR)

While the beaver relocation concept is easy to promote – take conflict beavers and move them where landowners want extra water stored – the realities are far more complex. We must consider the habitat conditions at the new site, the interest and willingness of not just the one landowner but surrounding landowners, and the regulatory and permitting conditions that must be met.

The Spring Point meeting and an upcoming meeting in Lundbreck are intended to discuss these considerations and recruit landowners who may be interested in hosting a new beaver neighbour. There is still time to register for the meeting on September 3 from 7:00-9:00 pm at the Lundbreck Community Hall – click [HERE](#) to sign up on EventBrite.

Whether beavers have settled naturally in a stream or received a relocation boost, coexistence measures are one key piece to managing the negative impacts of beaver presence on human infrastructure and values. A local landowner in the Yarrow Creek drainage recently completed a coexistence project with support from WBR, Nature Conservancy of Canada, and You Betula Environmental Inc.

Although the beavers had created a wonderful wetland adjacent to the creek, their work was flooding over a spring used as a winter watering site for cattle. Corrugated plastic pipe and heavy-duty hog panels were inserted through a notch in the beaver dam to protect the spring site. By installing the pipe at a predetermined height, and protecting the pipe inlets with mesh, the water level can be lowered to an acceptable level and beaver presence can be maintained. A second pond leveller inserted into the next lower dam will ensure the crafty beavers can't accommodate by raising that dam level.



STEEL CAGE MATCH - Beavers can be formidable adversaries - they're tough, tenacious, and intelligent. When designing mitigation infrastructure, it's important to think about how they will respond to human-induced changes to their habitat. Above left, Kirby England positions a steel cage in the channel to protect the spring source. (Photo: T. Porter/WBR)

If you wish to discuss beaver coexistence options and available funding support, please reach out to Elizabeth at 403-563-0058 or eanderson@watertonbiosphere.com.

Funding for this project and WBR beaver coexistence work is provided by Land Stewardship Centre, Alberta Ecotrust Foundation, and Environment and Climate Change Canada.

Let's WilderBlitz! - Sept. 21-28



PICTURES WITH PURPOSE - A young lady uses her phone to capture imagery for a bioblitz, contributing to the greater understanding of the landscape through citizen science. (Photo: Envato)

As we shift gears from summer to fall, the plants and animals around us are doing the same. Deciduous trees and shrubs are finishing their season with a colour explosion. Frogs and salamanders are moving to their wintering sites. Birds are heading to warmer climates. Many rodents are building overwintering food caches. And we can savour a few moments enjoying a beautiful time of the year in this corner of Alberta.

If you are looking for a way to contribute to a community science project, wanting a new activity to do with friends or family, or just simply love being outside, consider joining the [WBR WilderBlitz Fall 2025](#) on iNaturalist. You will be helping us learn more about the biodiversity that makes this corner of the province so important.

The WBR WilderBlitz Fall 2025 runs from September 21 to 28, 2025. So grab your camera or smartphone and take photos or audio clips of the animals and plants you see around WBR. It can be in your backyard or in the back country – both are equally valuable.

All participants will be entered into a draw for WBR swag. And if you want to double dip on your prize opportunities, you can also join the CWF Great Canadian BioBlitz that runs during the same period. Results will be shared on our social media channels and in our eNewsletter.

Thank you to Environment and Climate Change Canada for supporting our biodiversity work.

To get involved, visit the WBR webpage under Projects>Bioblitz or go directly to <https://inaturalist.ca/projects/wbr-wilderblitz-fall-2025>

For any additional questions, contact Elizabeth at eanderson@watertonbiosphere.com

A Touch of Hands-On Learning



A LEGACY OF LEARNING - The Waterton Biosphere Region was able to procure a very special new teaching tool this year in the form of a taxidermied grizzly bear hide. This 500lb male met his end south of Valleyview last year. This majestic creature will live on and help our staff teach area residents about bear safety and mitigating conflict with large carnivores. (Photo: T. Porter/WBR)

DONATE



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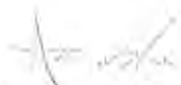
Waterton Biosphere Reserve Association | BOX 7 | PINCHER CREEK, AB T0K 1W0 CA

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Recommendation to Council

TITLE: PUBLIC WORKS DEPARTMENT REPORT	
PREPARED BY: Alan McRae	DATE: September 3, 2025
DEPARTMENT: PUBLIC WORKS	
ATTACHMENTS: 1. Schedule A – Shop/Fleet Report	
APPROVALS:	
 PW MANAGER	September 3, 2025 DATE
 CAO	2025/09/03 DATE

RECOMMENDATION:

THAT Council accept the Public Works Department Report for the period of August 18 to August 31, 2025 as information.

- 7 Divisional graders maintaining roads
- North Pincher Station Ditching and Drainage capital project
 - Grader, excavator, reclaimer, skid steer, water truck, gravel trucks, flagging, labourers
- Replace signs
- Culvert install on approach in Div 3
- Ditch mowing
- Tree cutting to improve sightlines
- Bridge maintenance- replace wear boards on BF02064 (Bruder Bridge)
- Bridge maintenance- repair hazard markers, remove debris, refasten plank on BF74141 (Summerview)
- Bridge maintenance- Hand slashing around bridge structures
- Repair ruts in alley by new builds in Lundbreck and fill old snow fence holes
- Brushing with mulcher in Div 2 (29-3A and Kerr Road west) and Div 5 (Chapel Rock)
- Deliver water to AES (terminal building and shop)
- Dumped debris removal and disposal from ditch in Div 3
- Prep Lundbreck road for hard surface topcoat
- Go to Lethbridge County hard surface project to check out the product and the process.

Recommendation to Council

EVENTS

2- 4-month seasonals position last day August 22nd
1-Summer student position last day Aug 29th

FINANCIAL IMPLICATIONS:

None

PUBLIC WORKS REPORT SCHEDULE "A"

SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: ALAN MCRAE

DATE: September 3, 2025

DEPARTMENT: PUBLIC WORKS

ATTACHMENTS: N/A

SHOP/FLEET OPERATIONS SUMMARY:

Graders

Unit #26 (mower grader)-hyd leak repair-mower pump o-ring replacement and hydraulic fan repair

Unit #57 (mower grader)- Field call- replace mower wheel and clean radiator

Unit #59 (mower grader)- Field call- Hydraulic steering issue

Unit #59 (mower grader)- T/S secondary steering issue, order parts, start to remove back hood and steering pump

Unit #65- Circle adjustments and repairs, complete repair list from operator, replace temp sensor

Unit #65- Fuel verification test

Heavy Trucks/Trailers/Equipment

Unit #32 (packer)- T/S emissions related codes

Unit #421 (gravel truck)- Hoist ram removal and replacement, inspect turbo

Unit #430 (tank truck)-Repair lights, grease and preventative maintenance checks

Unit #431 (tank truck)- Field call for electrical fault/shut down/no start

Unit #431 (tank truck)- Field call-Fan belt replacement

Unit #435 (tank truck)- Finish up driveline and transmission work, replace transmission speed sensor

Light Duty/Light Trailers/Light Equipment

Unit #36 (skid-steer)- wash and do preventative maintenance checks and service

Unit #46 (zero turn mower)-Belt replacement

Unit #479 (mechanics truck)-Clean, tool inventory and preventative maintenance inspection

Unit #495 (1/2 ton)- Service and repairs, install winch

Unit #506 (3/4 ton)- T/S ABS issue,

Unit #511 (lightning)- 16,000km inspection and service of serviceable parts

Weed whippers- Service/repairs

EVENTS

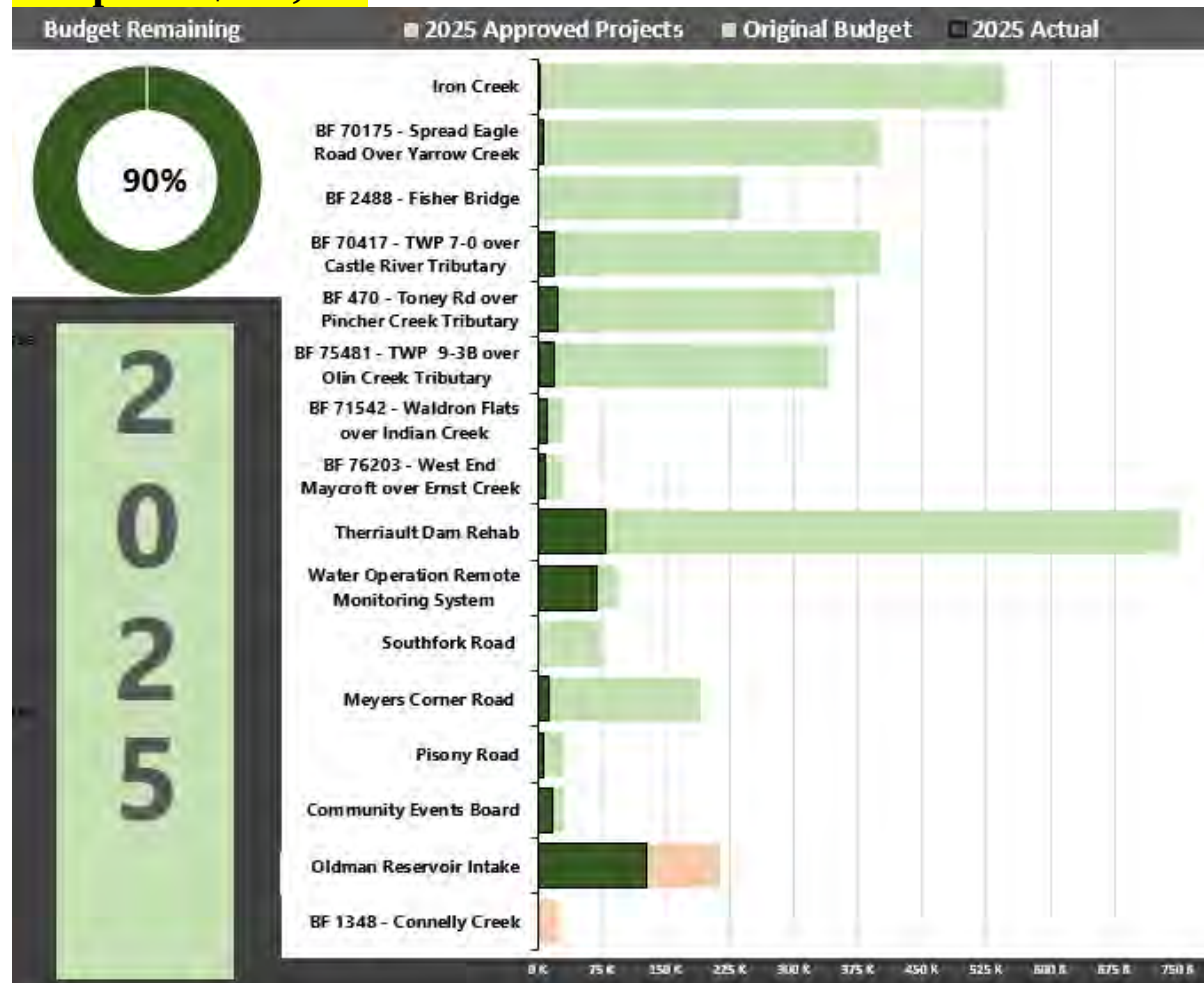
-None



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

General Projects Budget Update

2025 Approved Budget: \$3,847,000. Sep 2nd Spend: \$421,195.21 Aug. 8th Spend: \$402,637



Large Ongoing Projects (Pre-2025 Construction Start)

- **Beaver Mines Water Distribution, Collection System**
 - o Construction complete. Awaiting rainstopper installation in a few manholes (warranty)
- **Beaver Mines Waste Facility/System**
 - o Final turnover package received, GIS information received Jan 20th
 - o Warranty discussions
 - o Septic tank experiencing infiltration. Fix work **planned Sep. 8th**
 - o Lagoon de-icers tripping with known GFCI breaker issue. On-site troubleshoot day occurred June 25th, issue with wiring still exists. Local contractor brought in to help assess, **work complete end of August**. Two (2) agitators sent for warranty, re-installation **planned Sep. 8th**

- **Beaver Mines Forcemain & Lift Station**
 - Awaiting minor changes to Record drawings
 - Identified generator is missing lugs for load test. Install complete Aug 5th, load test complete
- **Oldman Reservoir Water Intake Low Level Project**
 - \$1.68M grant application finalized Jan 30th, 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
 - Troubleshooting difficulties with reaching flow capacity of VIS' continues
 - Upper pipeline pressure test complete, passed. Issue appears to be isolated to lower pipeline sections or structures
 - TFA received Jul. 25th to access structure once levels drop
 - Discussion held with hydrogeologist and original driller Aug. 18th to discuss plan to pull pumps, perform lower pressure test (once accessible)
 - Pitless adapter pressure test part ordered
 - Scoping parts and pricing for Potassium Permanganate treatment addition
- **Bridge File 2488 – Fisher Bridge, NW-26-07-02-W5M**
 - Scour identified under existing abutment. Costed plan included in 2025 budget
 - Re-kickoff complete Jul 22nd. Work started Aug 5th
 - Challenges with isolation/pumping delayed physical work. Abutment work complete as of Aug. 19th. Stair work underway and site cleanup
 - Final inspection anticipated prior to Council



- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
 - o Funding agreement signed Mar. 28th, 2023 for \$1.55M
 - Extension received to March 31st, 2027
 - o Funder confirmed prelim. eng. is acceptable on BF 1348 Connelly Creek (for use of remaining \$600,000 in funds)

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

- o Awarded Jan 22nd. Desktop computer arrived. Updated and delivered to MPE
- o Received draft copy of new HMI interfaces, reviewed with MPE May 29th. Final comments being incorporated prior to implementation
 - o Site install occurred week of June 16th. Troubleshooting computer crash issues prior to full swapover. Unable to resolve computer issues with Dell technician callout, computer shipped to Dell for more in-depth troubleshooting - complete. Re-install complete, issues persist. New motherboard planned for install Sep 4th

Meyers Corner Road Culvert Replacement

Replace failed 900mm culvert via boring method

- o Sizing and aquatic assessment complete by Roseke in 2024. Design complete for a bored 1.37m x 35m Smooth Walled Welded Pipe
- o Contract awarded Jul 17th. Kickoff held Jul. 29th. Temp. fence setup by MD forces. Work began Aug. 20th, substantially complete
- o Re-seeding and fencing to be organized by MD





Community Events Board, Admin Building

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

- o Project contingent on receiving required permits
 - o Sign permit send to Town Apr. 11th. Approved during May 21st MSDA, appeal period complete June 11th
- o PO placed on Genoptic Smart Display P10, holding on shipment until we are ready
- o Confirmed no building permit required. Electrical permit will be required
- o Preliminary structure check indicates angled setup requires additional support. Working with installer on plan to keep costs in check. Approval modifications may be necessary
 - o ATEC has reviewed revised option. Bringing to Council Sep. 9th for budget consideration

- **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

- o Sensitive stream habitat, SARA permit required. Construction window of August
 - o DFO SARA permit approval received Jan 15th
- o Direction given to closeout land acquisition with RDS for bed/banks portion
 - Provincial Roadway Disposition (RDS) submitted, awaiting approval. TFA submitted July 15th while awaiting RDS approval, received Aug 6th. RDS received Aug. 8th
- o Tender closed July 5th. Two (2) bids received. Awarded to low bidder (Volker Stevin) for **\$277,682 (Eng. Est. \$362,500)**
- o **WSC gauge wire move complete**
- o Pre-construction kickoff held Aug 15th, Phase 1 (stream/riprap work) **complete**. Phase 2 (bridge repairs) to occur starting end of Sep. Less than 5 min. closures expected

August 20, 2025

Isolation installed and rock being placed on the upstream end.



August 21, 2025

Riprap installation complete.



- **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)
 - o Tender for install awarded to TA Excavating alongside South Todd Creek Tributary
 - o Completion: September 30th, 2025
 - o 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
 - Revised SARA permit received Mar. 11th
 - o Kickoff meeting complete Jul. 28th. Contractor mobilized. Single lane on-site detour bridge in place for entire month
 - Fish isolation and bird sweep successful
 - Concrete footings poured, riprap and assembly underway
 - In-stream work complete, stream opened Sep 1st
 - o Culvert and road work continues



- **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

- o Prelim. engineering complete Oct. 8th
- o Design work kicked off Oct. 31st, 2025. STIP unsuccessful
- o Proceeding with RDS disposition and land
 - RDS submitted, received Jul. 25th
 - Land package received Jun. 18, signed and sent back Jun. 27th
- o Flexibility with construction timing window, anticipate Fall construction
- o Tender released Jul. 29th, closed Aug 13th. 6 bids received.
- o Awarded to low bidder (NLSS) for **\$325,660 (Eng. Est. \$367,749)**
- o Council **gave direction to proceed with** road closure/detour at Aug. 26th meeting
- o Anticipate October 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)

- o Prelim. eng. complete Oct. 7th. Recommendation is installation of a steel wall pipe liner. Level 2 barrel inspection confirmed 1.4m liner is feasible
- o Design work kicked off November 5th, 2024. STIP unsuccessful
- o Design complete and reviewed
- o Proceeding with RDS disposition and land
 - RDS submitted, received Aug 8th.
 - Land package received Jun. 18, signed and sent back Jun. 27th
- o Flexibility with construction timing window, anticipate Fall construction
- o Tender released Jul. 23rd, closed Aug. 8th. Four (4) bids received.
- o Awarded to low bidder (Volker Stevin) for **\$198,744.46 (Eng. Est. \$282,471)**
- o Anticipate kickoff over coming few weeks

- **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

- o Preliminary engineering complete Oct. 11th. STIP unsuccessful
- o Design complete and reviewed by MD, upstream detour planned
- o Gave direction to proceed with RDS and land
 - RDS submitted
 - Land package received Jun. 18, comments sent back for discussion. Direction given to proceed with fixing road plan misalignment within entire ¼ section. Working with surveyor to finalize
- o Initial sampling complete, confirmed DFO review not required. Flexible construction timing window
- o **Awaiting surveyor revised siting for Tender release**

Large Projects Planned for 2026 Implementation

- **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.

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

- **Pisomy 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

- o Preliminary engineering and basic aquatic assessment kicked off Jan. 31st, 2025 with Roseke. Reduced prelim. eng. scope compared to Bridge Files
- o Preliminary engineering assessment received Jun. 16th. Under review
- o 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

- o Preliminary engineering and aquatic assessment kicked off Jan. 31st, 2025 with Roseke to determine appropriate replacement design or maintenance (liner). Currently, it is anticipated replacement will be required
- o Survey complete, drafted. Prelim. eng. 90% complete
- o 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

- o Preliminary engineering and aquatic assessment kicked off Jan. 31st, 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
- o Anticipate construction 2026
- o Survey complete, drafted. Prelim. eng. 20% complete

- **Therriault Dam – Rehabilitation Work (Moved to 2026)**

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

- o Design kicked off Jan 8th. Anticipated schedule:
 - o Begin regulatory submissions mid March, 2025 (pending grant release)
 - o Design completion mid April – June 2025
 - o Timing of further works dependant on grant timing and regulatory approval timing
- o Design, specifications, and costed estimate received Jun. 23. Reviewed and discussed Jun. 25th. Awaiting further comment/action on tightening estimate
- o Grant funding stream released with round 1 funding deadline of Jul. 8-Aug. 19th, passed. 2nd call due Oct. 9, 2025
 - o Requested pre-application form Jun. 17th. Meeting held with funder Jun. 25th. Indicated project total must be under \$1M to be funding eligible
 - o Unable to achieve project total under \$1M, disqualifying project from funding
- o Council gave direction Aug 26th to revisit alongside drought funding options in 2026 Capital budget discussions

- **Southfork Hill Road**

Emergent investigatory and repair work for the Southfork Hill slide issues

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

Studies and Planning Work

Regional Drought Strategic Implementation Strategy & Raw Water Storage Project

- o Grant application for a Drought Projects Assessment under DFPP
 - o Approval received to cover up to 70% of costs
- o Grant application for 3 month (25-year) forecasted volumes
 - o Approval received for \$3.4M project, up to 75% of costs. Signed and sent to ATEC
 - o ATEC has confirmed stacking of AMMWP Raw Water Storage grant funds acceptable for the Drought Projects Assessment (Phase 2)
- o Forecasted demand and water requirement scenarios presented to Council June 10th
- o Draft water resource assessment received Aug. 8th, comments sent back Aug. 12th
- o Received draft land siting and design criteria to approach stakeholders

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

- o Awarded August, 2024
- o Gravel pit report complete
- o Maycroft Road draft prelim. assessment received May 26th
- o Gravel road assessment field work complete. Culvert assessment field work complete, paved road assessment underway. Draft report received
 - o Gravel road assessments 80% complete
 - o Culvert arterial road assessments complete, GPS locating remaining culverts
- o Airport load assessment work complete, data imports issue resolved. Draft report received and reviewed (May 7th), final report received May 25th
 - o Concerns identified regarding Spring loading of taxiway, apron, and runway with the Lockheed L-188 Electra. Concerns discussed with Alberta Forestry June 4th
 - o Working with MPE to cost out additional assessment to define max. loading requirement of taxiway, Summer loading capability, etc.
- o Draft TMP report received Jul. 21st, significant amount of comments on new sections of report. Internal comments to be sent back to MPE prior to Sep. 9th Council meeting

Cridland Dam

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

- o Site visit complete Apr. 1st, costed plan received Apr. 25th
- o Additional historic data located including geotechnical work from 1995, details on dam closure in the 90s, and rehabilitation work
- o Dam Safety Alberta emailed us Apr. 23rd, requesting an update on the status of our high/medium priority Dam Safety Review (DSR) findings
 - o Some gaps were identified in what we have tackled to date, Dam Safety Alberta seemed accepting with our overall progress to date
 - o Upcoming provincial audit this year on Cridland Dam
- o Geotechnical analysis and spillways survey work kicked off with MPE May 16th, 2025
 - o Geotechnical work complete June 4th/5th. Well observations ongoing
- o Draft report for spillway discussed Jul. 22nd. Geotechnical report discussed Jul. 30th. Final copy received Aug. 27th
 - o Initial results indicate spillway requires some (relatively minor) earthworks and spillway culverts are undersized
 - o Confirmed observed dam face seepage coming from reservoir. Dam face does not meet long term Factor of Safety (FoS) requirements
 - o At minimum, recommendation is quarterly monitoring of seepage

Miscellaneous

- o 10 yr. bridge study update kicked off Jan. 27th, 2025 with Roseke. Data entry complete
 - o Estimate September completion

Operations Updates

WATER SHORTAGE RESPONSE PLAN

Implemented Stage: Stage 1 (July. 15th)

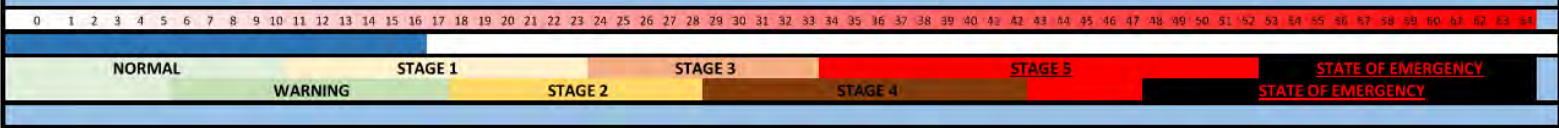
TOTAL WATER SHORTAGE RISK SCORE		
RESERVOIR LEVEL RISK	3.0	Score
WATER AVAILABILITY RISK	8.3	Score
FAILURE RISK	0.0	Score
SUPPLY/DEMAND RISK CALCULATION	4.8	Score
TOTAL	16.0	Score

WATER SHORTAGE RESPONSE PLAN TOTAL RISK SCORING & RECOMMENDED STAGE

SCORE: 16.0

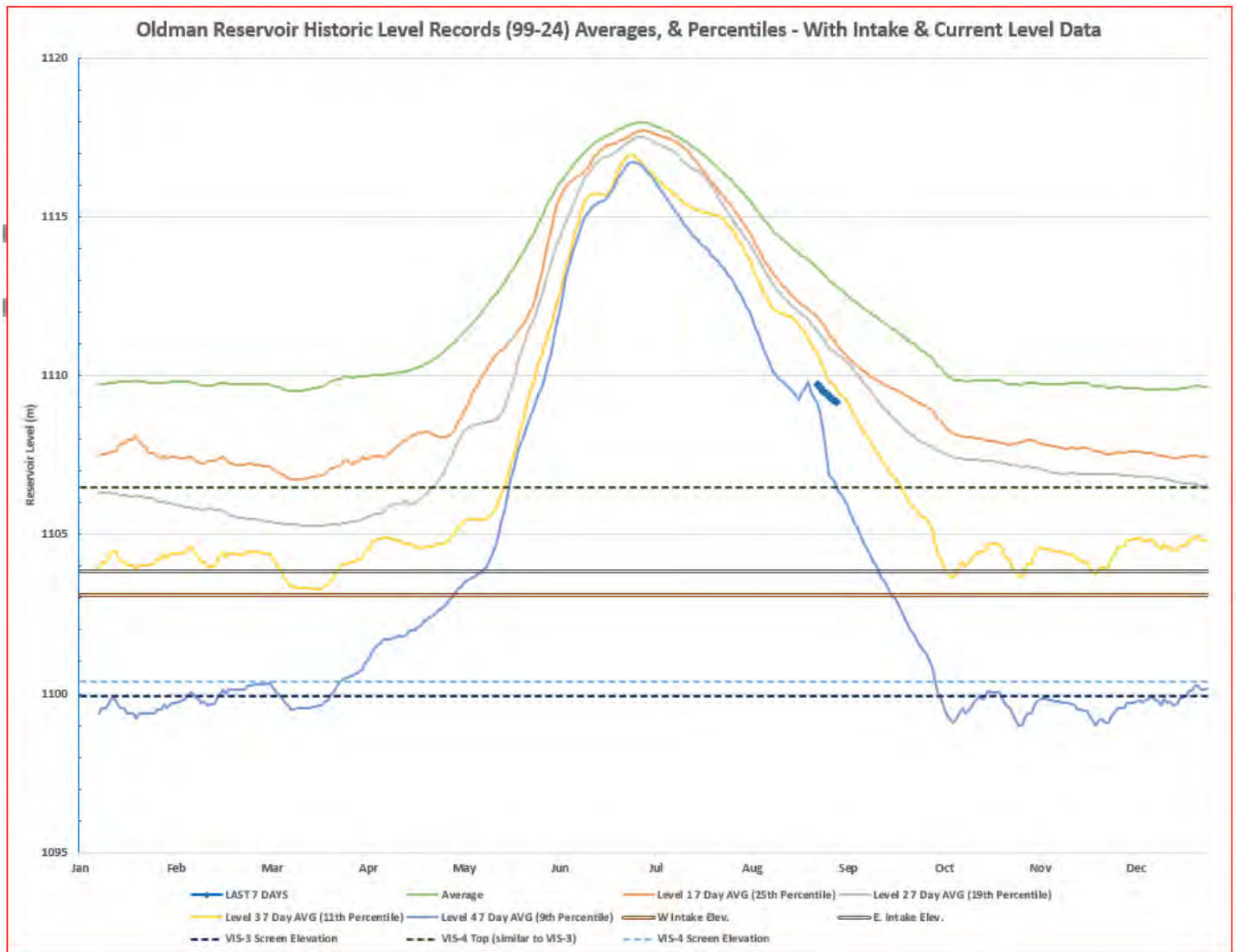
RECOMMENDED STAGE:

Warning or Stage 1



- o Reservoir levels are declining at a moderate pace
- o Demand has been stable over last few weeks:
 - o Average 48 hr. demand: 396 m³/d 445 m³/d
 - o Average 7 day demand: 412 m³/d 428 m³/d
- o As of Aug. 26, Alberta WIOB predicting water to no longer fall below original intakes this season (end of season elevation 1106-1108m)
 - o Internal forecasting showing we are following the lower predicted trend (1106m)
- o Original intakes remain available (5.3m 6.5m of water over intakes)
- o New intakes being ran about 2 days at a time currently prior to switching to old
 - o Manganese continues to be high while running. Shutting off to stay under maximum allowable concentration (MAC). Discussing options with AEPA
- o Working on plans to access intakes if levels drop

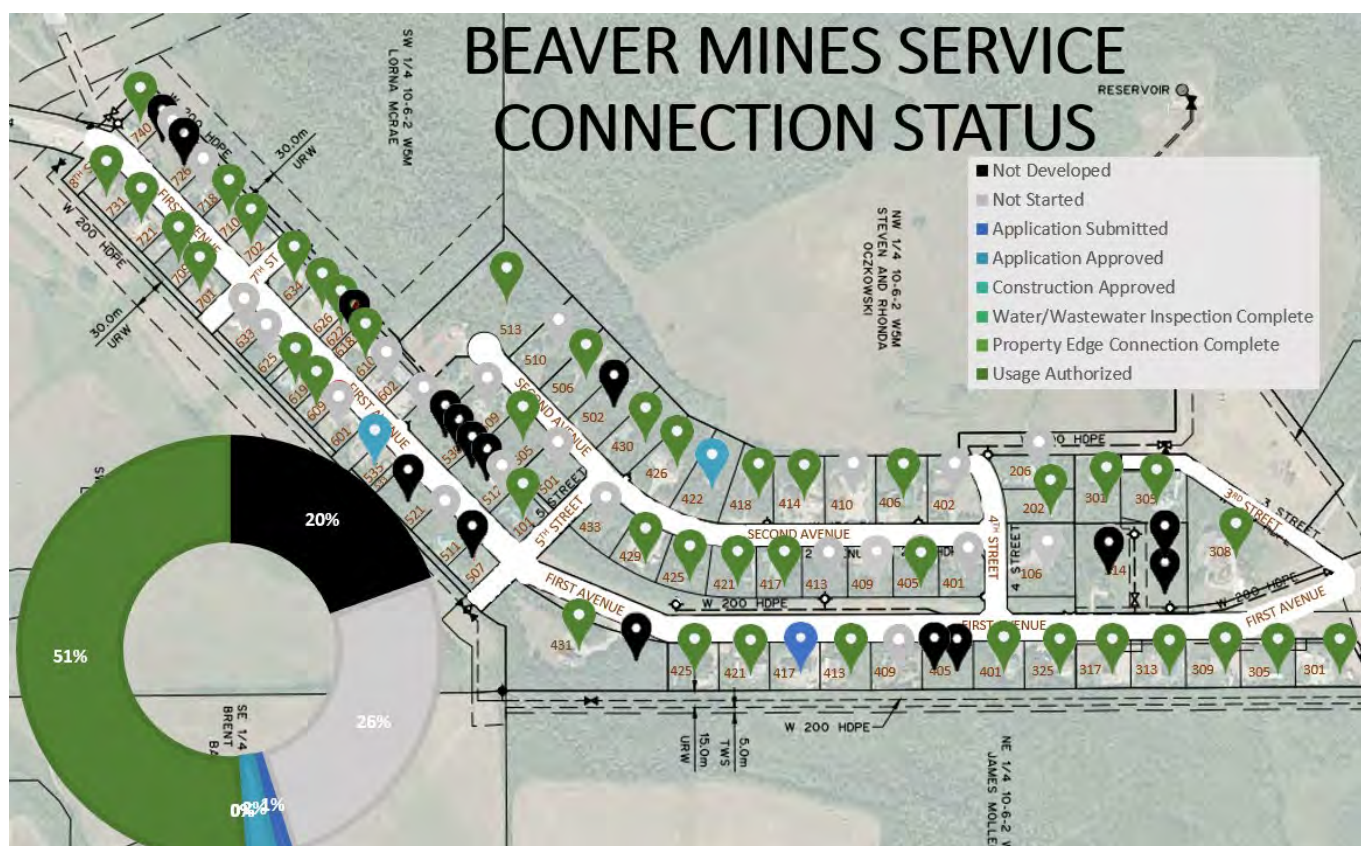
Reservoir & Snowpack Tracking



Reservoir Volume Sep 2nd: 62.6% Aug 18th: 66.6%

Beaver Mines Lot Servicing

- 45/66 developed applications received, 44 approved, 42 connected (64%)
 - Fifteen (15) undeveloped fully serviced locations, One (1) exempt with conditions (no plumbing exists)
- Fire Underwriters Survey acknowledgement received June 5th, 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: Jul. 11th (control line sedimentation/solenoid reaction issue at PC standpipe). Resolved Jul. 14th

General Water Operations Updates September 2nd, 2025:

- Paving complete on Beaver Mines and Lundbreck Service repairs
- Dealing with cricket and mice issues at plant
- Meter reads complete, increased rate bylaw amendment in effect
- Switching to direct chemical drum orders for WTP. Significant cost savings being achieved. Drum pumps received
- Working on operational budgetary preparations
- Waste pond gate valve not sealing properly. Costing out repairs
- Plant health check awarded for main treatment trains, planned for mid October
- 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, backdraft of typical drawings and review by MPE complete and received Aug. 26th.
- 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 28th 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. 30th

- o Reviewing history of dredging/surveys prior to providing long term recommendations
- Remaining significant operations related work planned for 2025:
 - o Sewer flushing in select BM areas (manhole review confirmed not necessary this year)

General Energy Related Updates September 2nd, 2025:

- o QUEST net zero accelerator
 - o Economic impacts of Energy & Emissions Plan received
- o Clean Energy Improvement Program
 - 25 pre-qualifications received (9 MD, 16 Town)
 - 11 cancelled
 - 2 projects completed for Town, 1 added to tax roll
 - 3 projects authorized for MD, 1 for Town
 - Community outreach being coordinated for Farmers Market July/August

Recommendation:

That the Utilities & Infrastructure report for August 20th – September 3rd is received as information.

Prepared by: David Desabrais

Date: September 3rd, 2025

Council Meeting

Date: September 9th, 2025

Recommendation to Council

TITLE: Community Events Board – Budgetary Increase Request				
PREPARED BY: David Desabrais		DATE: September 9th, 2025		
DEPARTMENT: Utilities & Infrastructure				
David Desabrais		25/09/03	ATTACHMENTS: 1. N/A	
Department Supervisor		Date		
APPROVALS:				
 David Desabrais	25/09/03	 Roland Milligan	2025/09/03	
Department Director	Date	CAO	Date	

RECOMMENDATION:

That Council approve an additional \$11,000 from the MD Buildings Reserve for the Community Events Board.

BACKGROUND:

- As per section 248(1) of the MGA, a council resolution is required for any capital work not included in the 2025 capital budget
- The 2025 Capital Budget included \$30,000 for a single sided electronic community events board on the Admin building, contingent on permitting
- During the March 25th, 2025 Council meeting, Council discussed various options and Administration proceed with ordering the 4 ft x 8 ft Genoptic LED coloured sign, for install on the SW corner of the building. This solution was estimated to cost 98% of the \$30,000 budget
- A sign permit was submitted to the Town of Pincher Creek and approval with conditions received May 22nd
- The MD initiated a preliminary structural review to install the sign on the building in line with permit requirements in June
 - It was determined the building would not support an install on the building without additional support such as a beam to ground

ALTERNATE OPTION:

Administration has been working with the supplier/installer and engineering to come up with the most cost effective alternate option. The following is now proposed:

- A standalone 8.5 ft. painted steel frame sign mounted on concrete pylon base, installed about 5 ft from building
- Install location will be somewhere along SW corner to minimize electrical run requirements

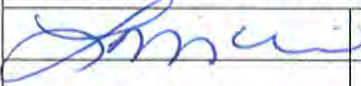
Recommendation to Council

- The structural review and construction of the revised standalone sign is estimated to cost an additional \$9,000
- 10% contingency allowance for potential additional structural requirements (deeper concrete pylons/base) results in an estimated cost of **\$41,000**
- ATEC has indicated that no permit will be required, provided we follow their brightness and speed of message rotation guidelines
- The Town of Pincher Creek has preliminarily indicated no concerns with our change in direction, but will need to circulate our drawings and take them to MDSA to confirm no new application will be required

FINANCIAL IMPLICATIONS:

- Additional \$11,000 from the MD Building Reserve

Recommendation to Council

TITLE: BYLAW No. 1365-25 (Traffic Bylaw)			
PREPARED BY: Laura McKinnon		DATE: September 4, 2025	
DEPARTMENT: Planning and Development			
 Department Supervisor	 Date	ATTACHMENTS: 1. Bylaw No. 1365-25	
APPROVALS:			
			
Department Director	Date	CAO	Date

RECOMMENDATION:

**THAT Council give first reading to Bylaw No. 1365-25, being the Traffic Bylaw
AND THAT Council include Traffic Bylaw 1365-25 in the Public Meeting on October 6th – 6:00pm.**

BACKGROUND:

As the MD of Pincher Creek Enforcement Services Department continues to grow, it is imperative that bylaws continue to evolve to meet the community's needs and protect the use and enjoyment of all ratepayers.

The purpose of Bylaw No. 1365-25 is to give the Municipal District of Pincher Creek authority to regulate traffic, parking, vehicles, animals, and pedestrian activity within the municipality in order to protect public safety, health, welfare, and property, as well as to ensure orderly use of public spaces and effective enforcement of local regulations.

A Public Hearing will not be required for Bylaw No. 1365-25, 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 # 1365-25

TRAFFIC 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 TRAFFIC AND OTHER ACTIVITIES UPON HIGHWAYS WITHIN 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) 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;

AND WHEREAS the Traffic Safety Act, RSA 2000, c T-6 empowers a Council to regulate and control vehicles, animal and pedestrian traffic and parking on highways and other property within the municipality;

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

PART 1 – Title, Definitions and Interpretation

Title:

1. This bylaw may be referred to as the “Traffic 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) “Alley” means a narrow highway providing and offering access to the rear of buildings and parcels of land;
 - (b) “Boulevard” means a part of a highway in an urban area that:
 - (i) is not roadway; and
 - (ii) is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;
 - (c) “Council” means the Council of the Municipal District of Pincher Creek No. 9;
 - (d) “Court” means a Court of competent jurisdiction in the Province of Alberta;
 - (e) “Curb” means the actual curb, if there is one, and if there is no curb in existence, shall mean the division of a highway between that part thereof intended for the use of vehicles and that part thereof intended for the use of pedestrians;
 - (f) “Emergency” means a present or imminent event that requires prompt coordination, action or special regulation of persons or property, to protect the health, safety and welfare of people and to limit damage to property;
 - (g) “Emergency Vehicle” means
 - (i) a vehicle operated by a police service as defined in the *Police Act*;

- (ii) a fire-fighting or other type of vehicle operated by the fire protection service of a municipality;
 - (iii) an ambulance operated by a person or organization providing ambulance services;
 - (iv) a vehicle operated as a gas disconnection unit of a public utility;
 - (v) a vehicle designated by regulations as an emergency response unit pursuant to the *Vehicle Equipment Regulation*;
- (h) “Hamlet” means the Hamlets of: Beaver Mines, Lowland Heights, Lundbreck, Pincher Station and Twin Butte;
- (i) “Heavy Vehicle” means a vehicle or vehicle with trailer attached, exceeding any one of the following:
- (i) Two axles;
 - (ii) Twelve and one half (12.5) meters in length; or
 - (iii) A maximum allowable weight of five thousand five hundred (5500) kilograms; but does not include recreational vehicles, equipment or vehicles owned and operated by the municipality used for road maintenance or construction;
- (j) “Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- (i) A sidewalk, including a boulevard adjacent to the sidewalk,
 - (ii) If a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (iii) If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be;
- (k) “Mobility Aid” means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability;
- (l) “Motor Vehicle” has the meaning as defined in the Traffic Safety Act;
- (m) “Municipal Government Act” means the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended or replaced from time to time;
- (n) “Municipality” means the Municipal District of Pincher Creek No. 9;
- (o) “Noise” means any loud, unnecessary or unusual sound or any sound whatsoever which, having regard for all circumstances, including the time of day and the nature of the activity generating the sound, is likely to unreasonably annoy, disturb, injure or detract from the comfort, repose, health, peace or safety of any person within the municipality;
- (p) “Obstruction” means any act or thing that blocks, impedes, interferes with, hinders or prevents, or causes a restriction of vision, passage, maintenance or use of public property or highways by vehicles or pedestrians;
- (q) “Off-Highway Vehicle” has the same definition as found in the *Traffic Safety Act*;
- (r) “Operator” means a person responsible for the operation of a vehicle;
- (s) “Owner” means the person who owns a vehicle and includes any person renting a vehicle or having the exclusive use of a vehicle under a lease that has a term of more than 30 days or otherwise having the exclusive use of a vehicle for a period of more than 30 days;
- (t) “Pedestrian” means a person on foot or a person in or on a mobility aid;
- (u) “Peace Officer” means a person engaged by the Municipality as a Community Peace Officer, a Bylaw Enforcement Officer or a member of the Royal Canadian Mounted Police to carry out the provisions of this Bylaw;

- (v) “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;
- (w) “Recreational Vehicle” means a vehicle designed to provide temporary living accommodation for travel, vacation, or recreational use, and to be driven, towed or transported, some examples of which include a motor home, holiday trailer, camper, tent trailer and any bus or truck converted to provide temporary living accommodation;
- (x) “Road Use Agreement” means an arrangement entered into with the municipality by a person or company to ensure that the highway or highways utilized by that person or company are protected;
- (y) “Sidewalk” means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb line, or where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or improved;
- (z) “Stray Animals Act” means the *Stray Animals Act*, R.S.A. 2000, Chapter S-20, as amended or replaced from time to time;
- (aa) “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the *Traffic Safety Act* or a Bylaw of the municipality for the purpose of regulating, warning or guiding traffic;
- (bb) “Traffic Safety Act” means the *Traffic Safety Act*, R.S.A. 2000, Chapter T-6, and the regulations thereunder, as amended or replaced from time to time;
- (cc) “Trailer” means a vehicle so designed that it may be attached to or drawn by a motor vehicle or tractor and is intended to transport property or persons;
- (dd) “Truck Route” means a highway or highways listed in a Road Use Agreement or posted by a sign allowing heavy vehicle traffic;
- (ee) “Vehicle” has the meaning as defined in the *Traffic Safety Act*;
- (ff) “Vehicle Equipment Regulation” means Alberta Regulation 122/2009, as part of the *Traffic Safety Act*, R.S.A. 2000, C. T-6, as amended or replaced from time to time;
- (gg) “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 license.
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 - TRAFFIC CONTROL DEVICES

7. The municipal Council shall have the power to prescribe where traffic control devices are to be located, including traffic control devices restricting the speed of vehicles. Pursuant to this section, traffic control devices placed or located by persons under the direction and authority

of the municipality, shall be deemed to have been made by Bylaw of the Municipal District of Pincher Creek. A record of the location of all traffic control devices placed pursuant to this bylaw shall be kept, and the record shall be open to public inspection at the municipal office during normal business hours.

8. No person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or other type of notice whatsoever upon any traffic control device.
9. The municipality may cause temporary traffic control devices to be placed on a highway to indicate 'no parking' for certain periods of time as may be necessary for the purposes of street cleaning, snow removal, maintenance, construction or an event, and when so marked, such traffic control devices shall take precedence over all other traffic control devices.
10. No person shall climb upon, interfere with, damage, deface, remove, alter or destroy a Traffic Control Device.

PART 3 - GENERAL RESTRICTIONS & NUISANCES

Vehicle Fluids

11. No person shall drain lubricating oils or any fluids associated with the operation of a vehicle upon a highway.

Sidewalk and Highway Obstructions

12. No person shall place, cause to be placed or permit to be placed any earth, sand, gravel, grass, leaves, snow, ice, debris or other materials upon any sidewalk or highway.
13. Wherever sidewalks exist, the owner or occupier of any premise within the municipality adjacent to a sidewalk, shall remove and clear away all snow, ice, dirt or other obstruction from the sidewalk adjacent to such premises within twenty-four (24) hours of such snow, ice, dirt or other obstruction being deposited thereon.
14. No person shall cause or permit any building, structure, fixture, road, tree, shrub, hedge, fence, sign, notice, advertising device, light or other object on property they own or occupy to:
 - (a) cause a drifting or accumulation of snow on a highway that is under direction, control and management of the municipality;
 - (b) damage a highway that is under the direction, control and management of the municipality;
 - (c) create a hazard or obstruction to vehicular or pedestrian traffic on a highway that is under the direction, control and management of the municipality; or
 - (d) obstruct any sidewalk.
15. No person shall place, cause to be placed or permit to be placed, an electrical extension cord across a sidewalk, boulevard or driveway in a manner which, in the opinion of a Peace Officer, may pose a hazard to persons or property.
16. No person shall place a construction garbage bin upon a highway without the authorized, written permission from the municipality.
17. No person shall place, permit to be placed, allow or otherwise engage in the placement of motor vehicles, heavy vehicles, off-highway vehicles, vehicles, trucks, farm implements or any other machinery or other item that blocks or impedes traffic on a highway that is under the control of the municipality.

18. Any person who fails to comply with sections 11, 12, 13, 14, 15, 16, or 17 of this bylaw, shall be required to remove the item(s), object(s) or obstruction(s) contributing to the non-compliance within twenty-four (24) hours.

(a) after the expiration of the twenty-four (24) hour period, if the item(s), object(s) or obstruction(s) have not been removed as required, the municipality may cause the removal of the item(s), object(s) or obstruction(s);

(b) such removal shall be at the expense of the person causing, placing or permitting the item(s), object(s) or obstruction(s) on the sidewalk or highway to remain; and

(c) any costs incurred by the municipality in carrying out the provisions of this Section is an amount owing to the municipality by the person responsible for the contravention.

Pedestrian Obstructions

19. No person shall stand or be in any other position on a highway so as to obstruct the entrance to a building.

20. No person shall stand or be in any other position on a highway so as to obstruct pedestrians or vehicles using the highway.

21. Where a Peace Officer has reasonable grounds to determine that a person is in contravention of Section 19 or 20, the Peace Officer may direct that person to disperse immediately and any person receiving such direction from a Peace Officer shall immediately leave the area.

22. Sections 19 and 20 do not apply to persons participating in or assembled to watch a Parade or Procession for which a permit has been issued pursuant to this Bylaw.

Remedying Obstructions

23. Where an obstruction or unauthorized item of any kind, is located above or upon any sidewalk or highway and creates an unsafe condition, the municipality shall be entitled to immediately take whatever actions or measures necessary to eliminate the unsafe condition. Any costs incurred by the municipality in carrying out such action is an amount owing to the municipality by the person responsible for causing the unsafe condition.

24. The municipality may, at the expense of the person responsible, remove and impound any vehicles, trucks, farm implements, other machinery or other item(s) that block or impede traffic on a highway that is under the control of the municipality, and the costs thereof are an amount owing to the municipality.

Tracking Material / Conducting Work on a Highway

25. No person shall operate or allow to be operated any vehicle on a highway so as to track any earth, sand, gravel or other material on a highway, under the direction, control and management of the municipality, to such a degree where, in the opinion of a Peace Officer, the materials cause damage to a highway or cause a hazard for other users of a highway.

26. For the purposes of Section 25, where it is apparent that the material tracked onto a highway originated from a specific parcel of land, the person owning or occupying the parcel of land where the material originated is deemed to be responsible for the commission of the offence.

27. No person, other than municipal employees or a contractor engaged by the municipality, shall conduct any form of work on a highway that is under direction, control and management of the municipality.

28. For the purposes of Section 27, where it is apparent that the work or equipment used in such work originated from a parcel of land, the owner or occupier of the parcel of land is deemed to be responsible for the commission of the offence.

Noise

29. A person who owns, occupies, drives, operates or otherwise controls a motor vehicle, vehicle, heavy vehicle or off-highway vehicle, shall not cause excessive or unnecessary noise due to activities including, but not limited to:

- (a) racing;
- (b) excessive engine revving;
- (c) alterations to or modifications of the manufacturer's muffler system;
- (d) stereo amplification; or
- (e) any other unnecessary activity,

in relation to the motor vehicle, vehicle, heavy vehicle or off-highway vehicle.

30. If a motor vehicle, vehicle, heavy vehicle or off-highway vehicle is involved in an offence referred to in Section 29, the registered owner of such motor vehicle, vehicle, heavy vehicle or off-highway vehicle is guilty of an offence.

31. Whether or not 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 29 or 30 of this Bylaw.

Unprotected Fire Hoses

32. Where an unprotected hose has been laid down on a highway, no person shall drive a vehicle over such hose unless an official of the Fire Service at the scene has specifically allowed the driver to do so.

PART 4 - PARKING RESTRICTIONS

Temporary Parking Restrictions

33. When the municipality has placed temporary traffic control devices on a highway:

- (a) no person shall park, or permit to be parked, any heavy vehicle, motor vehicle or vehicle on a highway from the time a temporary traffic control device or devices have been placed, until such traffic control device or devices have been removed;
- (b) if the motor vehicle, heavy vehicle or vehicle was parked on the highway prior to the placement of the temporary traffic control devices, no person shall leave that motor vehicle, heavy vehicle or vehicle parked or permit that vehicle to remain parked on the highway after the expiration of twenty-four (24) hours from the time the traffic control device or devices have been placed.

34. Motor vehicles, heavy vehicles or vehicles parked or left in contravention of a temporary traffic control device may be towed and impounded. All costs for towing and storage are the responsibility of the owner of the motor vehicle, heavy vehicle or vehicle and are an amount owing to the tow company that removed the motor vehicle, heavy vehicle or vehicle.

General Parking Restrictions

35. No person shall park, or permit to be parked, a motor vehicle, heavy vehicle or vehicle on a highway, contrary to a traffic control device.

36. No person shall park or stand a motor vehicle, heavy vehicle or vehicle or permit such motor vehicle, heavy vehicle or vehicle to remain parked in such a manner as to interfere with the proper operation of any vehicle used by the Fire Department or the municipality or of any other emergency vehicle.
37. No person shall stop or park or permit the stopping or parking of a motor vehicle, heavy vehicle or vehicle in a marked fire lane.
38. No person shall stop or park or permit the stopping or parking of a motor vehicle, heavy vehicle or vehicle in a manner where the motor vehicle, heavy vehicle or vehicle may interfere with the use of a doorway marked, on the exterior of a building, as a fire or emergency exit.
39. No person shall park a motor vehicle, heavy vehicle or vehicle in an alley, except when actively loading or unloading goods or passengers from the motor vehicle, heavy vehicle or vehicle.
40. No person shall park or stand any motor vehicle, heavy vehicle or vehicle on any highway in such a manner as to obstruct the passage of other vehicles.
41. Except in the case of an emergency, no person shall park or stand any motor vehicle, heavy vehicle or vehicle on a highway for the purposes of servicing or repairing the vehicle.
42. No person shall park or stand any motor vehicle, heavy vehicle or vehicle on a highway for the purpose of washing the motor vehicle, heavy vehicle or vehicle.

Trailer Parking

43. No person shall park any trailer on a highway unless the trailer is attached to a motor vehicle, heavy vehicle or vehicle by which it may be propelled or drawn. When so attached, the trailer will be deemed to be part of the towing vehicle and subject to any regulations pertaining to the motor vehicle, heavy vehicle or vehicle.

Parking Stalls for Persons with Disabilities

44. No person shall park a motor vehicle, heavy vehicle or vehicle in a parking space, or any part thereof, on any highway or on any private or public property that is marked or designated by a Traffic Control Device indicating that the parking space is for the usage of a person with disabilities, unless
- (a) the motor vehicle, heavy vehicle or vehicle displays a valid handicap placard or licence plate issued by, or recognized in reciprocity by the Province of Alberta; and
 - (b) the motor vehicle, heavy vehicle or vehicle is operated by, or being used to transport, a person with a disability.

PART 5 - RECREATIONAL VEHICLES

Recreational Vehicle Parking

45. A recreational vehicle parked on a highway must be attached to a motor vehicle, heavy vehicle or vehicle by which it may be drawn. When so attached, the trailer will be deemed to be part of the towing vehicle and subject to any regulations pertaining to the vehicle.
46. No person shall park an unattached recreational vehicle on a highway.
47. No person shall park a recreational vehicle on a highway unless it is parked in a location completely adjoining the recreational vehicle owner's residence as shown in the records of the Motor Vehicle Registry and then only between May 1 and October 15.

48. A recreational vehicle:

- (a) shall not be parked on a highway for more than 72 consecutive hours; and
- (b) shall be removed to an off-highway location for at least 48 consecutive hours before it may be parked again on a highway.

Occupying, Camping or Residing in Recreational Vehicles

49. No person shall occupy a recreational vehicle as a temporary or permanent place, living abode or sleeping place when parked on a highway, ditch, developed or undeveloped road allowance, other location along or adjacent to a highway right of way, or other public place other than in an approved campground facility.

PART 6 – OFF HIGHWAY VEHICLES

50. No person shall operate an off-highway vehicle on a highway, that is under the direction, control and management of the municipality.

51. Notwithstanding Section 50, Off-Highway vehicles may be operated on a highway, that is under the direction, control and management of the municipality, only when the off-highway vehicle is being utilized for:

- (a) an agricultural-related task or function; or
- (b) snow removal.

52. All off-highway vehicles that are operated on a highway pursuant to Section 50 shall be registered and insured pursuant to the provisions of the Traffic Safety Act.

Special Permits

The MD of Pincher Creek may, from time to time, upon receiving a written request to Council, issue special permits from time to time authorizing the use and operation of Off-Highway Vehicles for purposes otherwise prohibited under this Bylaw.

PART 7 - TRUCKS AND COMMERCIAL VEHICLES

Heavy Vehicle Parking

53. No person may park a heavy vehicle in a hamlet, except:

- (a) commercial vehicles with hazard warning lamps flashing and in the process of loading or unloading goods; or
- (b) construction equipment being used during construction or improvement of property, provided that the equipment is parked adjacent to the property where the work is being done.

Trucks and Truck Routes

54. No person shall operate or park a heavy vehicle on any highway within the municipality where signs have been erected indicating that heavy vehicle or other truck traffic is prohibited.

55. Notwithstanding section 54, the following heavy vehicles are authorized to operate on non-truck routes:

- (a) heavy vehicles loading and unloading at destinations within the municipality, using the shortest distance from and to a truck route;
- (b) emergency vehicles;
- (c) utility vehicles being operated for the purpose of installing, servicing or repairing public utilities;
- (d) municipal vehicles being operated for purposes of providing municipal services;
- (e) school buses;
- (f) public passenger buses being operated for the purpose of receiving or delivering passengers; and
- (g) light truck and trailer combination such as a truck and horse or stock trailer.

Commercial Vehicle Trailer Parking

- 56. No person shall park any commercial vehicle trailer on a highway unless the trailer is attached to a vehicle by which it may be propelled or drawn. When so attached, the trailer will be deemed to be part of the vehicle it is attached to for the purposes of this Bylaw.
- 57. No person, except with permission of the municipality, shall operate or park upon or over any paved or graveled highway, any vehicle or tract equipment having metal cleats, metal tracks, or other metal devices attached to its wheels or made a part thereof that causes damage to a highway.

PART 7 - ROAD ALLOWANCES

Prohibitions

- 58. No person shall develop, irrigate, or otherwise utilize or use any developed or undeveloped municipal road allowance.
- 59. No person shall allow, place or permit to be placed any livestock, owned or under the control of the person, to graze along a developed or undeveloped road allowance without a valid and subsisting Temporary Road Allowance Permit.
- 60. No person shall farm or otherwise use for an agricultural purpose, a developed or undeveloped road allowance.
- 61. No person shall allow, place or permit to be placed any type of fencing, electric fencing, corrals or other types of barriers on a developed or undeveloped road allowance without a valid and subsisting Temporary Road Allowance Permit.

Temporary Road Allowance Permits

- 62. Requests for Temporary Road Allowance Permits shall be addressed to the CAO or designate, utilizing the form found in Schedule 'B' of this Bylaw.
- 63. Approved Temporary Road Allowance Permits shall include the following:
 - (a) name of applicant;
 - (b) location of developed or undeveloped road allowance where grazing permission is approved;
 - (c) date of approval;

(d) date identifying when livestock may be placed / must be removed from a developed or undeveloped road allowance;

(e) any other requirements the CAO or designate deems appropriate and reasonable.

64. All persons who are granted a Temporary Road Allowance Permit shall comply with the provisions and conditions set out in the Permit found in Schedule 'C' of this Bylaw.

Fencing Requirements and Restrictions

65. Livestock placed on a developed or undeveloped road allowance, pursuant to a Temporary Road Allowance Permit, shall be secured by an electric fence.

66. In the case that a gate is required on either side of the developed or undeveloped road allowance, pursuant to a Temporary Road Allowance Permit, the gate shall always remain unlocked.

67. Fencing structures, including but not limited to wood posts and wire, board fence, chain link or temporary corrals, are prohibited on a developed or undeveloped road allowance.

Remedy for Unapproved Livestock / Farming or Other Agricultural Activity on a Road Allowance

68. Should livestock be placed or found to be placed on a developed or undeveloped road allowance without an Approved Temporary Road Allowance Permit, the municipality may:

- (a) provide a warning letter to the owner of the livestock directing them to remove the livestock by a specified date and time;
- (b) provide a warning letter to the person(s) who placed the livestock at the location to remove the livestock by a specified date and time;
- (c) capture and confine livestock trespassing on municipal property, should reasonable efforts to identify the owner(s) or person(s) responsible for placing the livestock on the road allowance not be successful; or
- (d) capture and confine livestock immediately, should the owner(s) or person(s) responsible for placing the livestock on the road allowance not remove the livestock by the date and time specified in the warning letter.

69. All livestock captured or confined pursuant to Section 67, shall be dealt with in accordance with the provisions of the *Stray Animals Act*.

70. Should unauthorized farming or other agricultural activity occur on a developed or undeveloped road allowance, the municipality may:

- (a) provide a warning letter to the person(s) responsible for the farming / other agricultural activity directing them to cease these operations and remove all equipment, crops and/or other agricultural developments by a specified date and time; and
- (b) seize and remove all equipment, crops and/or other agricultural development from the developed or undeveloped road allowance if the person(s) responsible fail to comply with the warning letter issued under Section 69(a).

PART 8 - EXEMPTIONS

71. The following are exempted from the provisions of this Bylaw:

- (a) Peace Officers in the course of their duties relating to public safety, prevention, education and enforcement;
- (b) Peace Officers, members of Fire Services, members of Emergency Medical Services, members of Emergency Management Services, members of Search and Rescue Services or any other person acting under the authority of one of the aforementioned services, while in the performance of their official duties in response to an emergency;
- (c) motor vehicles, heavy vehicles or vehicles operated by or on behalf of the municipality responsible for maintenance or other required services including but not limited to: snow removal, mowing, surveying, road maintenance or repair, trail maintenance or repair, gravel hauling, garbage collection, weed spraying, public utility servicing or any other activity approved or authorized by the municipality.

PART 7 - PEACE OFFICER AUTHORITIES

Chalking Tires

- 72. In order to determine the time period over which a motor vehicle, heavy vehicle or vehicle has been parked in a location, a Peace Officer may place an erasable chalk mark on the tread face of the tire of a parked motor vehicle, heavy vehicle or vehicle or use any other reasonable method capable of determining the time period over which a vehicle has been parked, without the Peace Officer or the municipality incurring any liability relating thereto.
- 73. No person shall remove an erasable chalk mark placed on a motor vehicle, heavy vehicle or vehicle pursuant to section 71 while the vehicle remains parked in the same location where the chalk mark was placed.

Removal of Vehicles

- 74. A Peace Officer may remove, cause to be removed or impound any motor vehicle, heavy vehicle, vehicle or trailer:
 - (a) parked in contravention of the provisions of this Bylaw; or
 - (b) that contributes, in the Peace Officer's opinion, to an unsafe or emergency situation.
- 75. Any motor vehicle, heavy vehicle or vehicle removed and impounded pursuant to Section 73 may be released to its owner upon payment of any costs imposed for towing and storage to the tow company.
- 76. All charges for removal and storage of a motor vehicle, heavy vehicle or vehicle shall be in addition to any fine or penalty that may be imposed with respect to any violation of this Bylaw.
- 77. Where a motor vehicle, heavy vehicle or vehicle is impounded pursuant to Section 73 and is not claimed within thirty (30) days of its removal, the vehicle may be disposed of in accordance with the provisions of the *Traffic Safety Act* and the regulations thereunder.

PART 6 - OFFENCES AND PENALTIES

Offences and General Penalty Provisions

- 78. Any person who contravenes or fails to comply with the provisions of this Bylaw is guilty of an offence.

79. 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.

Owner Liable

80. The owner of a motor vehicle, heavy vehicle, vehicle or off-highway vehicle involved in an offence under this bylaw is deemed to be the person responsible for the offence.

Violation Tickets and Penalties

81. 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*.

82. 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.

83. The minimum penalty payable in respect of a contravention of a provision of this Bylaw is the amount shown in Schedule 'A' of this Bylaw in respect of that provision.

84. Notwithstanding Section 81:

- (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.

85. Notwithstanding Section 82:

- (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

86. 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

87. 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.

PART 7 - MISCELLANEOUS PROVISIONS

Liability for Fees

88. 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.

Certified Copy of Records

89. 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.

Other Provisions

90. Schedules ‘A’ and ‘B’, as attached, form a part of this Bylaw.
91. 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.
92. 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.
93. This Bylaw shall come into full force and effect upon the date of the third and final reading.

Read a first time
Read a second time
Read a third time

Reeve

Chief Administrative Officer

SCHEDULE 'A'

PENALTIES FOR OFFENCES

SECTION	OFFENCE DESCRIPTION	MINIMUM PENALTY	SPECIFIED PENALTY
8	Post / exhibit / cause to be posted / cause to be exhibited any notice / placard / bill on a traffic control device	75.00	150.00
10	Climb upon / interfere with / damage / deface / remove / alter / destroy a traffic control device	100.00	200.00
11	Drain lubricating oils / fluids upon a highway	50.00	100.00
12	Place / cause to be place / permit to be placed earth / sand / gravel / grass / leaves / snow / ice / debris / other materials upon any sidewalk / highway	125.00	250.00
13	Fail to remove / clear snow / ice / dirt / other obstruction from sidewalk within 24 hours	125.00	250.00
14(a)	Cause / permit any building / structure / fixture / road / tree / shrub / hedge / fence / sign / notice / advertising device / light / other object to cause a drifting or accumulation of snow on a highway	75.00	150.00
14(b)	Cause / permit any building / structure / fixture / road / tree / shrub / hedge / fence / sign / notice / advertising device / light / other object to damage a highway	75.00	150.00
14(c)	Cause / permit any building / structure / fixture / road / tree / shrub / hedge / fence / sign / notice / advertising device / light / other object to create a hazard / obstruction on highway	75.00	150.00
14(d)	Cause / permit any building / structure / fixture / road / tree / shrub / hedge / fence / sign / notice / advertising device / light / other object to obstruct a sidewalk	75.00	150.00
15	Place / cause to be placed / permit to be placed an extension cord across sidewalk / boulevard	75.00	150.00
16	Place construction bin upon highway without authorization	75.00	150.00
17	Place / permit to be placed / allow / engage in placement of motor vehicles / heavy vehicles / off-highway vehicles / vehicles / trucks / farm implements / other machinery / other item that blocks / impedes traffic on a highway	1000.00	2000.00
18	Fail to remove item / object / obstruction within 24 hours	250.00	500.00
19	Obstruct entrance to a building	125.00	250.00
20	Obstruct pedestrians / vehicles on a highway	125.00	250.00
21	Fail to disperse at direction of Peace Officer	250.00	500.00
25	Track earth / sand / gravel / other material onto highway causing damage / hazard	125.00	250.00
27	Conduct unauthorized work on a highway	250.00	500.00

29	Owner / occupant / driver / operator / person in control of motor vehicle / heavy vehicle / vehicle / OHV cause excessive noise	300.00	600.00
32	Drive over fire hose	125.00	250.00
33(a)	Park where prohibited by temporary traffic control device	50.00	75.00
33(b)	Fail to remove vehicle within 24 hours of placement of temporary traffic control device	50.00	75.00
35	Park where prohibited by traffic control device	50.00	75.00
36	Park in manner that interferes with fire department vehicle / municipal vehicle / other emergency vehicle	50.00	100.00
37	Stop / park in marked fire lane	50.00	100.00
38	Stop / park motor vehicle / heavy vehicle / vehicle blocking fire / emergency exit on a building	50.00	100.00
39	Park motor vehicle / heavy vehicle / vehicle in alley	50.00	75.00
40	Park motor vehicle / heavy vehicle / vehicle on highway obstructing other vehicles	50.00	75.00
41	Park motor vehicle / heavy vehicle / vehicle on highway for servicing / repair of vehicle	50.00	75.00
42	Wash motor vehicle / heavy vehicle / vehicle while parked on highway	50.00	75.00
43	Park unattached trailer on highway	50.00	100.00
44	Unauthorized parking in space / location identified for persons with disabilities	125.00	250.00
46	Park unattached recreational vehicle on highway	50.00	100.00
47	Park recreational vehicle in unauthorized location on highway	50.00	100.00
48(a)	Park recreational vehicle on highway more than 72 hours	50.00	100.00
48(b)	Fail to remove recreational vehicle from highway for 48 hours	50.00	100.00
49	Occupy recreational vehicle parked on / along highway / ditch / road allowance / other location	100.00	200.00
50	Operate off-highway vehicle on highway when unauthorized	100.00	200.00
53	Improperly park heavy vehicle in a hamlet	100.00	200.00
54	Operate / park heavy vehicle on non-truck route	100.00	200.00
56	Unattached commercial vehicle trailer on highway	50.00	100.00
57	Metal cleats / tracks / other metal devices on highway cause damage	125.00	250.00
58	Develop / irrigate / otherwise utilize or use road allowance	375.00	750.00
59	Allow / place / permit to be placed livestock on road allowance without permit	375.00	750.00
60	Farm / cultivate road allowance	375.00	750.00
61	Place / allow to be placed / permit to be placed fencing / corrals / barriers on road allowance without permit	375.00	750.00
64	Fail to comply with conditions of Temporary Road Allowance Permit	375.00	750.00
65	Improper fencing on road allowance	375.00	750.00

66	Improper / locked gate on road allowance	375.00	750.00
73	Remove / deface / alter chalk mark on tire	250.00	500.00

Draft 4

SCHEDULE ‘B’
TEMPORARY ROAD ALLOWANCE PERMIT - APPLICATION

Application Type: ☐ Livestock Grazing		Date: YYYY-MM-DD	
APPLICANT INFORMATION			
Name:			
Address:			
Phone #:		Email:	
ROAD ALLOWANCE LOCATION			
Legal Land Description:		Other Location Description:	
CONSENT OF ADJOINING OWNER OR OCCUPANT			
I/We _____ hereby consent to granting of a permit to _____ to occupy the above described road allowance.			
Date Submitted:		Signature:	
PROPOSED USE OF ROAD ALLOWANCE			
Description: (include intended use, type and number of livestock, type and size of proposed fencing, type other agricultural use, proposed start and end dates etc.)			
Date submitted:		Applicant Signature:	
INTERNAL USE ONLY			
Date reviewed:	submission	Reviewed by:	Approved: ☐
			Denied: ☐
Conditions / Directions:			

This personal information is being collected under the authority of the MD of Pincher Creek No. 9 as it directly relates to and is necessary for operating a program or activity of the MD. This collection is authorized by section 4 of the Protection and Privacy Act. For questions about the collection of personal information, contact the Privacy Officer at 403-627-3130, MD Box 279, Pincher Creek, Alberta T0K 1W0 / 1037 Herron Ave / P 403627-3130 / F 403-627-5070 / info@mdpinchercreek.ab.ca.

SCHEDULE 'C'
TEMPORARY ROAD ALLOWANCE PERMIT

Between the Municipal District of Pincher Creek No. 9 (the Lessor) and _____
(the Lessee).

In consideration of the receipt of a license fee as established per half mile or portion thereof, as per Policy C-FIN-529-Fees and Charges and subject to the terms and conditions stated below, the Lessor hereby grants a license of occupation to the Lessee on the following described road allowance(s):

_____ for agricultural purposes (e.g. livestock grazing).

Terms and Conditions:

1. The Lessee hereby indemnifies and holds harmless the Lessor from any and all claims or causes of action, including personal injury, death, or property damage brought by the Lessee or his/her agent that may arise or result from or in connection with the Lessee's use of the leased land under this license. Without restricting the generality of the foregoing, the Lessee indemnifies and holds harmless the Lessor from any and all claims that may arise as a result of use of the leased land by the Lessee for grazing of livestock.
2. The Lessee shall obtain general public liability insurance of not less than two million (\$2,000,000) dollars for claims brought as a result of personal injury, death, or property damage, occasioned as a result of the use of the road allowance by third parties, provided that such use was authorized by the Lessee and occasioned by or in connection with actions or responsibilities, including the grazing of livestock, of the Lessee.
3. The Lessee shall be responsible for managing and control of noxious and other weeds on the leased lands caused by or in connection with the Lessee's use of the leased lands.
4. The Lessee shall be responsible for prevention and repair of any erosion to soil or waterways caused by or in connection with the Lessee's use of the leased lands.
5. The Lessee may erect and maintain fences or other structures reasonably required in connection with their use of the leased lands under this license, provided that such fences or structures shall not unreasonably impede or prevent legal access by the public and are approved in advance.
6. The Lessee shall not prohibit or unreasonably restrict public access and passage over the road allowance, but may from time to time impose conditions or restrictions on access and use where such conditions are temporary in nature and reasonably necessary or appropriate to the Lessee's operations and responsibilities under this agreement. The Lessee may install a sign to indicate to the public conditions of access.
7. Your new License of Occupation will remain in effect, provided that applicable fees are paid, as well as providing notice to the MD of Pincher Creek when circumstances change with respect to the License of Occupation (i.e. change of ownership of *either the lessee or the consenting adjacent landowner*, no longer require the use of the road allowance, etc.).
8. This license may be revoked or terminated for cause by the Lessor upon three day's written notice to the Lessee, and the Lessee shall immediately cease using and remove

any livestock from the road allowance, and this agreement shall be terminated. The Lessee shall have no claim in connection with rightful termination by the Lessor under this section.

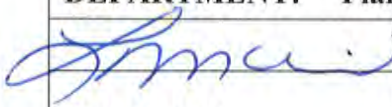
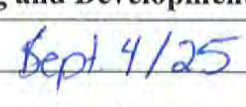
Lessee

Lessee

Municipal District of Pincher Creek No. 9

Draft 4

Recommendation to Council

TITLE: BYLAW No. 1361-25 (Land Use Bylaw Amendment)			
PREPARED BY: Laura McKinnon		DATE: September 4, 2025	
DEPARTMENT: Planning and Development			
 Department Supervisor	 Date	ATTACHMENTS: 1. Bylaw No. 1361-25	
APPROVALS:			
 Department Director  Date			

RECOMMENDATION:

That Council give second, third and final reading to Land Use Bylaw Amendment, Bylaw No. 1361-25.

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 Land Use Bylaw, Bylaw No. 1349-23 was adopted in Spring 2024, with various amendments including alignment with the Municipal Development Plan and Castle Mountain Resort Area Structure Plan.

The general purpose of Bylaw No. 1361-25 is 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.

Bylaw No. 1361-25 was given 1st reading on June 10 2025 and subsequently had a Public Hearing on July 8 2025.

FINANCIAL IMPLICATIONS:

None.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1361-25

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1349-23, being the Land Use Bylaw.

-
- WHEREAS** Section 640 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw;
- WHEREAS** The Municipal District of Pincher Creek No. 9 desire to amend sections of the Land Use Bylaw as shown on Schedule ‘A’ attached hereto; and
- WHEREAS** The purpose of the proposed amendment among other general clean up items is to allow for an adjustment in the parking for Tourist homes proposed at Castle Mountain Resort, clarify the procedure for conducting open house meetings and to introduce Data Centre Operation as a use in the Land Use Bylaw;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby enact the following:

1. This bylaw shall be cited as “Land Use Bylaw Amendment No. 1361-25”.
2. Amendments to Land Use Bylaw No. 1349-23 as per “Schedule A” attached. That the amendments to Bylaw No. 1349-23, being the Land Use Bylaw, include additions to the Table of Contents and make use of formatting that maintains the consistency of the portions of the Bylaw being amended.
3. This bylaw shall come into force and effect upon third and final passing thereof and a consolidated version of the Land Use Bylaw reflecting the amendment is authorized to be prepared.

READ a first time this _____ day of _____, 2025.

A PUBLIC HEARING was held this _____ day of _____, 2025.

READ a second time this _____ day of _____, 2025.

READ a third time and finally PASSED this _____ day of _____, 2025.

Reeve
Rick Lemire
SCHEDULE ‘A’

Chief Administrative Officer
Roland Milligan

1. Revise Part III Development Permits by adding to Section 16.2 the following:

(c) be accompanied by a written report resulting from the public meeting (open house) required by the procedures found in Part VIII – Special Land Use Provisions and in accordance with Section 27.4.
2. Revise Part III Development Permits Section 27 *Developer’s Responsibility* by adding the following:

27.4 Where the uses under Part VIII – Special Land Use Provisions require a public meeting (open house) it is the responsibility of the developer/applicant to complete the following:

- (a) A public consultation plan implemented to the satisfaction of the Development Officer. The consultation plan shall contain the following:
 - (i) Identification of the intended venue where the public meeting (open house) will be held;
 - (ii) Acknowledgement that at minimum one (1) engagement with the public will occur and identification of any additional engagements;
 - (iii) Appropriate timing of when the public meeting (open house) will occur given the time requirements for mailing the notification, observance of calendared holidays, and recognition of seasonal agriculture and ranching processes; and
 - (iv) A draft copy of the notice described in subsection (b).
- (b) The notification for the public meeting (open house) shall contain the following:
 - (i) The date, time, and location for the meeting;
 - (ii) A description of the proposed use as defined by this bylaw;
 - (iii) A description of the intensity of the proposed use;
 - (iv) A description of the existing and proposed utility servicing for the proposed use; and
 - (v) A map of the proposed development site and the roads being used to access the location.
- (c) The mailing for the notification for the public meeting (open house) shall be carried out by the development officer and paid for by the developer/applicant. The extent of the notification is determined by the individual uses under Part VIII – Special Land Use Provisions or as determined by the Development Officer.

3. Revise Part VIII as follows:

48.27 Prior to redesignation to Rural Recreation 1 or Rural Recreation 2, the proponent shall conduct a public meeting (open house) with all adjacent property owners and all residences along the access road(s), as determined by the Development Officer, to the proposed development site. See Part III Section 27.4 for details.

53.2 Prior to a decision being made, the proponent shall hold a public meeting (open house) in order to solicit the views of the public in regard to the application for a natural resource extractive uses development. Notices for the meeting shall be circulated to every household within 1.6km of the proposed development. See Part III Section 27.4 for details.

59.11 Prior to an application being made, the applicant shall hold a public meeting (open house) in order to solicit the views of the public in regard to the application and report the information received to the Development Authority. See Part III Section 27.4 for details.

4. Revise Part VIII – Special Land Use Provisions Section 62 Retail Cannabis Store as follows:

62.13 In issuing a development permit for a Retail Cannabis Store, ~~Council~~ Development Authority will consider and may place as a condition of approval the following:

5. Revise Part III Development Permits Section 16 Application for Development Permit as follows:

16.5 In determining the development permit application requirements and procedures pursuant to Section 16.4, the ~~Council~~ Development Authority may consider and be guided by the provisions outlined in Section 16.2 and may require the applicant to submit any or all of the following for the purpose of relating any proposal to the satisfaction of the Municipal District of Pincher Creek:

6. Revise Part VIII Section 47.19(c) as follows:

- (c) One hard surfaced, on-site parking stall per bedroom shall be provided and parking stalls shall not be tandem. The Development Authority shall not approve any variance to the off-street parking standard for a Tourist Home, excepting development areas of Castle Mountain Resort where off-street parking has not been provided for the residential development.

7. Add to Part I – General Section 6 Definitions the following:

DATA CENTRE OPERATION

The development of a heavy industrial facility consisting of a building or structure or group of buildings or structures housing powerful, highly specialized computers and storage devices that require 24/7 climate control. This use may include an on-site power plant.

NOISE IMPACT ASSESSMENT

An assessment prepared by an APEGA engineer which measures and maps noise and noise impacts.

8. Add to Part VIII – Special Land Use Provisions the following:

Section 63 Data Centre Operation

REDESIGNATION REQUIREMENT

- 63.1 All ‘Data Centre Operation’ uses shall apply for redesignation to Direct Control – DC.
- 63.2 Prior to a decision being made, the proponent shall hold a public meeting (open house) in order to solicit the views of the public in regard to the application for a data centre operation. Notices for the meeting shall be circulated to every household within 1.6 km of the proposed development.
- 63.3 Application for redesignation shall include:
 - (a) operation plans including water (source, usage and disposal) and number of employees;
 - (b) details of roads, access points and traffic volumes;
 - (c) details on any proposed power plant including battery energy storage systems;
 - (d) weed control and management plan;
 - (e) reclamation planning and security;
 - (f) acknowledgement of the historic resources value for the property and the need to gain provincial clearance where appropriate; and
 - (g) analysis of impacts including noise, fencing and security lighting on adjacent properties or structures including a locational plan that includes distances to all other development.
- 63.4 The applicant shall provide noise impact assessment in accordance with Section 63.10.

REFERRALS

- 63.5 The municipality shall solicit and consider the comments of:
 - (a) Alberta Environment;
 - (b) any landowners within 1.6km (1.0 mile) of the lot; and
 - (c) Alberta Transportation where applicable;

before approving a development application for a data centre operation use.

DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

- 63.6 An application for a data centre operation shall be accompanied by all the application submission requirements in accordance Part III - Development Permits, Section 16.2, 16.3 and 18.2 as well as the following information:
- (a) floor plans, elevations and renderings conveying all proposed buildings and structures that will form part of the facility including trailers, shipping containers, back-up power generators and related storage buildings;
 - (b) a breakdown of the number of computer units, fans and any pertinent information concerning their anticipated noise impacts;
 - (c) noise impact assessment (NIA) completed by a qualified APEGA professional which measures sound from the proposed facility to all dwellings and other buildings within 1 mile (1.6km). The assessment shall be undertaken in accordance with the principles specified in AUC Rule 012 or a comparable standard, regardless of whether the proposed operation involves the on-site generation of electric energy.
 - (d) a fire protection plan (including code compliance) and emergency response plan;
 - (e) any proposed signage to be presented in accordance with Section 55 of this part; and
 - (e) any other information that may be required by the Development Officer or Council.
- 63.7 Proposals for data centre operations integrating an on-site power plant or backup power source shall indicate the total MW at full build-out, and any pertinent information concerning their anticipated noise impacts. All structures related to energy generation shall be indicated on the site plan.
- 63.8 An application for a data centre operation that draws its power from the electricity grid shall be accompanied by verification in writing from the electrical service provider that the projected electrical consumption of the proposed use can be accommodated and that the utility supply equipment and related infrastructure is sufficiently sized to accommodate the proposal.
- 63.9 The applicant shall submit from the Alberta Utilities Commission:
- (a) a copy of proof of exemption of an approval for applications utilizing an on-site power plant generating less than 10 megawatts (MW);
 - (b) a copy of any approvals required by for applications utilizing an on-site power plant generating 10 MW or more.
- 63.10 At all times during the operation of the data centre operation noise compliance shall be:

	Dwelling density per quarter section of land					
Proximity to Transportation	1 to 8 dwellings		9 to 160 dwellings		Greater than 160 dwellings	
	Daytime	Nighttime	Daytime	Nighttime	Daytime	Nighttime
Category 1	50 dB	40 dB	53 dB	43 dB	56 dB	46 dB
Category 2	55 dB	45 dB	58 dB	48 dB	61 dB	51 dB
Category 3	60 dB	50 dB	63 dB	53 dB	66 dB	56 dB

Category 1: dwelling(s) distance is more than or equal to 500 metres (m) from heavily travelled roads or rail lines and not subject to frequent aircraft flyovers from proposed development.

- Category 2: dwelling(s) distance is more than or equal to 30 m, but less than 500 m from heavily travelled roads or rail lines and not subject to frequent aircraft flyovers from proposed development.
- Category 3: dwelling(s) distance is less than 30 m from heavily travelled roads, or rail lines or subject to frequent aircraft flyovers from proposed development.

	Daytime	Nighttime
Adjacent parcels zoned for Industrial purposes	75 dB	70 dB

- 63.11 Facilities used in conjunction with data centre operation shall integrate noise management strategies to achieve noise compliance, including but not limited to exhaust baffles, roof and side extensions on the exhaust side of buildings, sound-absorbent padding, and fire-resistant sound-absorbing walls. Where the above measures do not adequately mitigate sound to achieve noise compliance specified in section 63.10, more sophisticated sound mitigation solutions shall be required prior to commencement of operations.
- 63.12 At no time shall the cumulative modelled sound level of a Data Centre (and its associated improvements) at the development property boundary exceed the sound levels of section 63.10 unless:
 - (a) an easement, as approved by the Municipal Planning Commission, is agreed to by the affected landowner and registered on the affected title, or
 - (b) the affected landowner is the crown or an agent of the crown, excluding statutory roads or road plans, and will be asked for comment under a different clause in this bylaw.
- 63.13 In response to noise complaints:
 - (a) by residents, the data centre operation that is the subject of those complaints may, at the discretion of Council, be required to undertake sound level testing at the location of the most affected dwelling to demonstrate that the noise threshold in is not exceeded.
 - (b) by operators of other properties, the Council may determine that noise compliance testing is required to demonstrate compliance.
 - (c) any required compliance testing shall be undertaken at the cost of the developer.

9. Replace all references to the *Matters Relating to Subdivision and Development Regulation* with *Matters Related to Subdivision and Development Regulation*.

CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 22, 2025, to September 5, 2025

Discussion:

Aug 26	Council Committee and Council Meetings
Sept 2	Senior Management Team Meeting
Sept 2	Subdivision Authority Meeting
Sept 3	Joint Council - Joint Grant Meeting
Sept 4	PCREMO – Core Working Group Meeting
Sept 4	MRF Training – File Review and Stats

Upcoming:

Sept 9	Council Committee and Council Meetings
Sept 10	Special Joint Council Meeting - Joint Budget

RECOMMENDATION:

That Council receives for information the Chief Administrative Officer's report for the period August 22, 2025, to September 5, 2025.

Prepared by: Roland Milligan, CAO

Date: September 4, 2025

Respectfully presented to: Council

Date: September 9, 2025

ADMINISTRATIVE SUPPORT ACTIVITY

August 21, 2025 to September 4, 2025

Correspondence from the Last Council:

- ALUS - Letter of Support
- Orphan Well Association – Local Contractors
- ID #4/Waterton – Meeting Request
- Heritage Acres - Donation
- Pincher Creek & District Library - Donation
- Pincher Creek Volleyball - Donation Denial

Advertising/Social:

- Special Council Meeting – September 10, 2025 (Joint Budget)
- Recruiting Members at Large – Healthcare Committee
- Labour Day Office Closure
- Coffee with Council – Lundbreck
- Road Closure – Lundbreck

Other Activities:

- Joint Council Grant program
- Cowley Dino Day Parade
- Organizing Bear Awareness course with Waterton Biosphere – October 3, 2025 (more details coming)
- Organizing Open House October 6, 2025

Invites to Council:

- Rural Crime Watch – Booking a Date to Attend Council – waiting to hear back
- Invitation to Waterton/ID #4 to Attend Council – waiting to hear back

Upcoming Dates of Importance:

- Joint Council Grant Decision Meeting – September 3, 2025
- Cowley Dino Days Parade – September 6, 2025
- Regular Committee, Council – September 9, 2025
- Special Council Meeting (Joint Budget) – September 10, 2025
- Coffee with Council – Lundbreck – September 16, 2025
- Nomination Day – September 22, 2025
- Regular Committee, Council – September 23, 2025
- Public Meeting/CPO/Bylaws – October 6, 2025
- Regular Committee, Council – October 14, 2025
- Election Day – October 20, 2025
- Regular Committee, Council – October 28, 2025

Administration Guidance Request

TITLE: 2025 COFFEE WITH COUNCIL DATE				
PREPARED BY: JESSICA MCCLELLAND			DATE: August 29, 2025	
DEPARTMENT: ADMINISTRATION				
			ATTACHMENTS: None	
Department Supervisor		Date		
APPROVALS:				
 				
Department Director		Date	CAO	Date

That Council determine a new date for November's Coffee with Council at the MD Office.

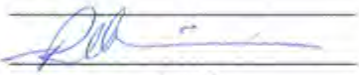
BACKGROUND:

Last December, the Coffee with Council dates were scheduled. Upon reviewing the calendar, we notice that November 18, 2025, falls during the RMA Convention.

FINANCIAL IMPLICATIONS:

Budgeted.

Administration Guidance Request

TITLE: NOVEMBER/DECEMBER COUNCIL MEETINGS				
PREPARED BY: JESSICA MCCLELLAND			DATE: September 4, 2025	
DEPARTMENT: ADMINISTRATION				
			ATTACHMENTS: None	
Department Supervisor		Date		
APPROVALS:				
_____ Department Director		_____ Date	 CAO	2025/09/04 Date

REQUEST::

That Council determine what to do with the November 11, 2025, and December 23, 2025, Council meetings.

BACKGROUND:

Council meetings are scheduled for the second and fourth Tuesday of each month, unless otherwise arranged. To ensure proper public notification, Council needs to discuss the upcoming meetings on November 11, 2025 (which falls on a statutory holiday) and December 23, 2025 (the last operational day before 2026).

Options are:

- Reschedule the meetings to alternative dates – November is budget discussions and requires more than one meeting.
- Hold only one meeting in December (December 9, 2025)

FINANCIAL IMPLICATIONS:

None at this time.



30TH ANNUAL AWARDS OF EXCELLENCE

OCTOBER 24, 2025

SPONSORSHIP INFORMATION

The Pincher Creek & District Chamber of Commerce is proud to host the 30th Annual Awards of Excellence on Friday, October 24, 2025, at the Pincher Creek Community Hall.

Celebrating Alberta Small Business Week!

DIAMOND SPONSOR - \$1550 +GST (only 4 available)

Includes:

- opportunity to present a short video
- roll-up banner on the stage
- presents 2 awards
- preferred seating
- receives 8 tickets to the banquet
- receives a double-page ad in the program (2x 8.5in (H) x 5.5in (W))
- a special mention in the script
- frequent social media mentions leading up to the event

GOLD SPONSOR - \$800 +GST (10 available)

Includes:

- 8 tickets to the banquet
- a full-page ad in the program (8.5in (H) x 5.5in (W))
- social media mentions prior to the event

SILVER SPONSOR - \$550 +GST (8 available)

Includes:

- 4 tickets to the banquet
- a half-page ad in the program (4.25in (H) x 5.5in)



BRONZE SPONSOR - \$275 +GST

Includes:

- 2 tickets to the banquet
- a quarter-page ad in the program (2.125in (H) x 5.5in (W))

Sponsorship is subject to GST. Deadline for sponsorship is September 22, 2025.

2025 Schedule of Events

5:00 p.m. Doors Open
5:30 p.m. Appetizers, lemonade & table seating
6:30 p.m. Dinner
7:30 p.m. Awards of Excellence
9:00 p.m. Live Entertainment - Zojo Black
9:30 p.m. Doors open to the public
12:30 a.m. Last call for Alcohol

Pricing for Individual Tickets:

\$65 Chamber Member
\$75 Non-Chamber Member
\$20 Dance Only (after 9:30 p.m.)

Tables of 8:

\$460 Chamber Members only

Location: Pincher Creek Community Hall

Dress Code: Pincher Creek Formal

Who are we supporting at this event?

Pincher Creek & District Chamber of Commerce
Local businesses and the Pincher Creek business community
The Bar & the Aftermath Clean-up Crews are local not-for-profit organizations.

We thank you in advance for your support and we look forward to seeing you at the 2025 Awards!



Fw: Industrial use proposed in or near protected agricultural landscapes questions

From: Laura McKinnon <AdminDevOfr@mdpinchercreek.ab.ca>
Sent: Tuesday, August 26, 2025 5:20 PM
To: Heidi Eijgel <
Subject: Re: Industrial use proposed in or near protected agricultural landscapes questions

Hi Heidi,

The Public Hearing for those changes was on July 8 2025, if you take a look at the Council package for that day you will see it in there. The Public Hearing was advertised in accordance with the MGA in the newspaper and social media. [2025-07-08 CouncilPackage.pdf](#)

That was the opportunity for official public input for the changes proposed - however, as Bylaws are living documents, Council always has to opportunity to go through the process again in the future if warranted.

I will speak with CAO Milligan, and ask for this to be put on the next agenda.

Kindly,

Laura McKinnon, CPT
Development Officer

MD Of Pincher Creek
1037 Herron Avenue
Box 279
Pincher Creek, AB
T0K1W0
Office: 403-627-3130
Email: AdminDevOfr@mdpinchercreek.ab.ca

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From: Heidi Eijgel <
Sent: August 26, 2025 5:10 PM
To: Laura McKinnon <AdminDevOfr@mdpinchercreek.ab.ca>
Subject: Re: Industrial use proposed in or near protected agricultural landscapes questions

Thank you Laura, I appreciate hearing a few answers to my questions. As well, I will look at that proposed land use bylaw change, and hope that the public will have input into it.

As well, since my letter was actually written to the MD of Pincher Creek, could you please allow the Council to answer

this one?

5. Is the Municipal District concerned about long term affects of industrial development, and does it have a backup plan to pay for clean up of bankrupt industrial sites? I cannot speak to this question, this should be directed to Council for an answer from the MD.

All the best, Heidi

Heidi Eijgel
Windy Coulee Canadian Horses
SW Alberta, Canada
<http://www.windycoulee.ca>

On Tuesday, August 26, 2025 at 04:27:24 p.m. MDT, Laura McKinnon <admindevofr@mdpincercreek.ab.ca> wrote:

Hi Heidi,

I have included answers below in red to your questions

1. Does the MD has a copy of any regulations associated with the industry and may I see them? The MD is proposing some updates to the Land Use Bylaw to ensure that IF a proposal comes forward for any Data Center, that the Land Use Bylaw has specific requirements and conditions. I have included the proposed Land Use Bylaw amendment, that has gone for 1st reading and had it's Public Hearing. Please know this is still **DRAFT** status, and has not been adopted by Council yet.
2. Does the MD of Pincher Creek have regulations in place regarding converting farm land into industrial land, reclamation of old oil and gas infrastructure and use of ground water for industrial development anywhere in the MD? Any land that would be changed from Agricultural to Industrial/Commercial/Rural Business would have to go through the Land Use Bylaw Amendment Process. The rumoured project that you are inquiring about, is already on existing industrial zoned land. Reclamation of oil and gas sites is handled by the province.
3. How much water does the AI Industrial Site state they will be using? Cubic meters per day is a good measurement for understanding. If any ground water is being used, how will it be reclaimed and entered back into the water cycle? What is the calculated risk of ground water depletion and or contamination for this type of Industry? Where actually is the industry being proposed? If it is an old oil and gas site, was there an agreement to completely reclaim said site, when it was proposed? (I would hope so). There is no proposal before the MD of Pincher Creek at this time, so I am unable to answer this question.
4. Does the Municipal District of Pincher Creek support The Waterton Biospheres mandate of conservation of a rare and unique landscape in the southern half of our municipal district? The MD of Pincher Creek works closely with Waterton Biosphere, but the MD has its own policy and bylaw in place (Land Use Bylaw & Municipal Development Plan) that determines the use of lands, and the preservation of lands.
5. Is the Municipal District concerned about long term affects of industrial development, and does it have a backup plan to pay for clean up of bankrupt industrial sites? I cannot speak to this question, this should be directed to Council for an answer from the MD.
6. Can you please put me on an email list so I can receive updates on all public input sessions and explain the approval process. how is the MD going to ensure any new industrial business is going to be a good match for our agricultural, world class tourism community? I believe Jessica answered this question already, but we do not have an email list but we do post all required documents on social media and the newspaper.
7. Can you let me know where else in the Area Structure plan we have agricultural land slated for industrial development? We do not have any agricultural land slated for industrial use. There is land designated (had has been for years) as industrial within the MD but at this time, we have **no** proposals before Council.
8. Does the MD have access to any ground water studies in the area that can identify amounts, sources, existing uses (that would be all wells, etc), long term sharing and strategic use to ensure longevity and ground water health plans? The MD has various studies historically throughout the MD. Alberta Environment determines the use of water in the MD, and any projects are required to do various studies as part of their process.

I hope this was able to answer your questions.

Kindly,

Laura McKinnon, CPT
Development Officer

MD Of Pincher Creek
1037 Herron Avenue
Box 279
Pincher Creek, AB
T0K1W0
Office: 403-627-3130
Email: AdminDevOfr@mdpincer creek.ab.ca

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From: Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>
Sent: August 12, 2025 11:32 AM
To: Heidi Eijgel <
Cc: Laura McKinnon <AdminDevOfr@mdpinchercreek.ab.ca>
Subject: Re: Industrial use proposed in or near protected agricultural landscapes questions

Good Morning, Heidi,

Your request has been received. As you have several questions for Development, I have forwarded them to our Development Officer, Laura McKinnon, for her comment.

For your #6 question, there isn't an email list for upcoming public engagement sessions. But I can assure you that for Public Hearings (such as a Land Use Bylaw change), we are legislated by the Municipal Government Act, section 606. This section outlines the requirements for public notification, which is crucial for ensuring transparency and community involvement in important decisions.

Requirements for advertising:

606(2) Notice of the bylaw, meeting, public hearing or other thing must be:

(a) published at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.

Our only paper in the community is Shootin' the Breeze, a widely circulated publication that covers local news and events. The MD has a weekly ½ page in this publication where we share relevant information. Including information that isn't legislated to be shared (such as coffee with council, public engagement sessions, other relevant MD information).

We also maintain the website, www.mdpinchercreek.ab.ca, and social media. Please feel free to reach out via these platforms or through a call or email if you have any questions that you can't find the information for. We are here to support you.

Jessica McClelland
Executive Assistant
Municipal District of Pincher Creek No. 9
1037 Herron Drive, PO Box 279
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From: Heidi Eijgel <

Sent: Tuesday, August 12, 2025 10:58 AM

To: MDInfo <MDInfo@mdpincercreek.ab.ca>

Subject: Industrial use proposed in or near protected agricultural landscapes questions

Hello, As a rate payer, and a farmer who is extremely concerned about water security and has been affected by lack of water from 2022 until June 2025, I have some questions for the MD regarding a proposed AI Industrial Site rumours say is planned in the Waterton Biosphere Region of the MD of Pincher Creek. As I know nothing of the AI industry can the MD answer some questions regarding it?

1. Does the MD has a copy of any regulations associated with the industry and may I see them?
2. Does the MD of Pincher Creek have regulations in place regarding converting farm land into industrial land, reclamation of old oil and gas infrastructure and use of ground water for industrial development anywhere in the MD?
3. How much water does the AI Industrial Site state they will be using? Cubic meters per day is a good measurement for understanding. If any ground water is being used, how will it be reclaimed and entered back into the water cycle? What is the calculated risk of ground water depletion and or contamination for this type of Industry? Where actually is the industry being proposed? If it is an old oil and gas site, was there an agreement to completely reclaim said site, when it was proposed? (I would hope so).
4. Does the Municipal District of Pincher Creek support The Waterton Biospheres mandate of conservation of a rare and unique landscape in the southern half of our municipal district?
5. Is the Municipal District concerned about long term affects of industrial development, and does it have a backup plan to pay for clean up of bankrupt industrial sites?
6. Can you please put me on an email list so I can receive updates on all public input sessions and explain the approval process. how is the MD going to ensure any new industrial business is going to be a good match for our agricultural, world class tourism community?
7. Can you let me know where else in the Area Structure plan we have agricultural land slated for industrial development?
8. Does the MD have access to any ground water studies in the area that can identify amounts, sources, existing uses (that would be all wells, etc), long term sharing and strategic use to ensure longevity and ground water health plans?

All the best, Heidi

Heidi Eijgel

Windy Coulee Canadian Horses

SW Alberta, Canada

<http://www.windycoulee.ca>

Pincher Creek Minor Hockey Association

Date: June 24, 2025



Dear Sponsor

Pincher Creek Minor Hockey Association, we're proud to provide an affordable, inclusive hockey program for the youth of our community. Every puck dropped and passed helps to build confidence, teamwork, discipline—and keeps our kids active and engaged.

On **September 20, 2025**, we're hosting our annual **Golf Fundraiser Tournament**, and we would be honored to have **your business** as a valued partner. We are seeking:

- **Raffle prizes** (gift cards, merchandise, services)
- **Monetary donations** toward larger raffle prize packages
- **Hole in one Prize for both hole #4 & hole #8**

Supporting us means more than goodwill—it's a smart investment in community presence. In return, we offer:

- A display table (with your business card included)
- Potential bonus: social media shout-outs leading up to the event

Donating is easy:

- Drop off a raffle item or business card by **September 10** at Bumper to Bumper or Pincher License & Registries
- Or, mail a cheque payable to Pincher Creek Minor Hockey Association with a note for "Golf Tournament Support."

To discuss donation options or arrange a pickup, please contact **Sara King** at 613-885-7204

Thank you for considering this partnership. Your support today helps build confident, healthy kids—and strengthens our community.

Sincerely,

Pincher Creek Minor Hockey Association



Pincher Creek Emergency Services Commission

September 3, 2025

Re: FRIAA (Forestry Resource Improvement Association of Alberta) Grant Application

Reeve and councillors:

Pincher Creek Emergency Services Commission is applying for a grant to continue vegetation management improvements in the Castle Valley near Castle Mountain Resort. This is a continuation of previous work completed and falls in line with the updated area vegetation reduction plan.

As a continuing effort to reduce the fire hazards within the valley, this will tie in with the proposed fire guard, which is still ongoing. As previously mentioned, this project will work with past and future projects to reduce the risk of an incoming wildfire into the resort area.

Pincher Creek Emergency Services Commission requires a letter of support as part of the initial package submission. As with previous projects, there is no associated cost to the MD as FRIAA covers the costs of the project. The Commission does provide oversight and has gained valuable training through previous grants.

If the council has any questions regarding this Expression of Interest, I am more than happy to answer them.

Thank you for taking the time to consider this letter of support.

Pat Neumann, Chief

Pincher Creek Emergency Services Commission



**ROYAL CANADIAN LEGION PINCHER CREEK BRANCH #43**

P.O. BOX 131, 691 MAIN STREET, PINCHER CREEK, ALBERTA T0K1W0

Tel: 403 627 4024 rclegion43@outlook.com

August 21, 2025

Municipal District of Pincher Creek #9

Box 279

Pincher Creek, Alberta

T0K 1W0

During the coming months, the Royal Canadian Legion Pincher Creek Branch #43 will be honoring and remembering our Veterans and their families, through our sale of Poppies and Wreaths and our REMBRANCE DAY SERVICES.

The Royal Canadian Legion Pincher Creek Branch #43 request permission for:

1. Pincher Creek Branch #43 Members and Pincher Creek Branch #43 Ladies Auxiliary Members to canvas businesses, individuals and organizations beginning October 16, 2025, for the sale of wreaths and donations to the Royal Canadian Legion Pincher Creek Branch #43 Poppy Fund.
2. To distribute poppy boxes, as soon as authorized by Dominion Command, Friday October 31st, 2025
3. Youth Groups to canvas the residential areas with poppies on the first Saturday in November
4. A delegation from the Legion will attend the Council meeting on Tuesday October 26 to present Poppies to the Reeve and Council Members
5. The Council is requested to declare November 5 to 11 as Veteran Week and recognize November 8 as Indigenous Veterans Day

Please have the Reeve attend the Remembrance Day Ceremony at the Community Hall to present the Municipal District of Pincher Creek #9 Wreath.

Funds received from donations, and the sales of poppies and wreaths are used exclusively to assist Veterans of the Canadian Forces and the RCMP and their families, who need assistance.

Thank you for considering our request and we await your response.

Yours sincerely

Dick Burnham, Branch Service Officer

Royal Canadian Legion Pincher Creek Branch #43

LEST WE FORGET



Outlook

Fw: Foothills Little Bow - Meeting Preparation - Sept 2025

From Roland Milligan <AdminCAO@mdpincercreek.ab.ca>
Date Thu 2025-09-04 1:12 PM
To Jessica McClelland <AdminExecAsst@mdpincercreek.ab.ca>

Council Info Action**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@mdpincercreek.ab.ca

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From: Lansey Middleton <ea@vulcancounty.ab.ca>
Sent: Thursday, September 04, 2025 1:10 PM
To: Al Hoggan <Al.Hoggan@cypress.ab.ca>; Candice Robison <crobison@lethcounty.ca>; Cardston County <murray@cardstoncounty.com>; County of Forty Mile CAO Nathan Ogden <CAO@fortymile.ab.ca>; County of Newell (Fenskem@newellmail.ca) <Fenskem@newellmail.ca>; Crowsnest Pass <Patrick.thomas@crowsnestpass.com>; Foothills County <Ryan.payne@FoothillsCountyAB.ca>; Lace Lutz, MD of Taber <LLutz@mdtaber.ab.ca>; Lethbridge County CAO <cbeck@lethcounty.ca>; Roland Milligan <AdminCAO@mdpincercreek.ab.ca>; MD of Taber <acrofts@mdtaber.ab.ca>; MD of Willow Creek <derrick@mdwillowcreek.com>; Nels Petersen <cao@vulcancounty.ab.ca>; Ranchland <cao@ranchland66.com>; Warner County <shathaway@warnercounty.ca>
Cc: Laurie Lyckman <laurie.lyckman@vulcan.ca>
Subject: Foothills Little Bow - Meeting Preparation - Sept 2025

Hi all,

Summer has flown by and I'm sure lots of you are busy with election prep! The next Foothills Little Bow Meeting is just around the corner.

In preparation for the meeting on Friday, September 19th I'm in need of the following:

- **In Memoriam** – name or tribute of any member that has passed away since our last meeting on January 17th
- **Door Prizes** – please let me know if you can provide a door prize for the event - THANKS TO ALL THAT BRING PRIZES - IT'S A HIT!
- **RSVP** – how many will be attending from your municipality (required by September 15th for catering)
***accurate RSVP's is important - costs the assoc. if we over estimate*

We're still working on the agenda, and it will be sent out by September 12th.

Let me know if you have any questions.

Thanks,

Lansey Middleton

Vulcan County

Manager of Legislative Services / FOIP Coordinator

P: 403.485.3102 | E: ea@vulcancounty.ab.ca | F: 403.485.2920

102 Centre Street | Box 180 | Vulcan, AB | T0L 2B0



Fw: Engagement on Managing Agricultural Plastics Waste through a Regulatory Approach – Survey Reminder

From Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>
Date Tue 2025-09-02 10:51 AM
To Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Can you please put this on Council Information, just as a reminder for Council.

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
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From: Jason Price <jason.price@gov.ab.ca> on behalf of AGI Ag Plastics Engagement <AGI.AgPlasticsEngagement@gov.ab.ca>
Sent: September 2, 2025 10:20 AM
Cc: Kate Rich <Kate.Rich@gov.ab.ca>; John Conrad <john.conrad@gov.ab.ca>
Subject: Engagement on Managing Agricultural Plastics Waste through a Regulatory Approach – Survey Reminder

Good morning,

On July 31, 2025 we sent an email regarding engagement on asking you to respond to the Managing Agricultural Plastics Waste Through a Regulatory Approach survey. This is a friendly reminder that this survey is available until September 12, 2025.

To those who have completed the survey, thank you for taking the time to share your insights. To those who have yet to complete the survey, we appreciate receiving your input through the engagement website available at <https://www.alberta.ca/agricultural-plastics-management-engagement>.

If you have any questions or require more information, please let us know or contact agi.agplasticsengagement@gov.ab.ca

Kate Rich
Assistant Deputy Minister
Water and Circular Economy
Alberta Environment and Protected Areas
E: kate.rich@gov.ab.ca | P: 780-203-0844

John Conrad
Assistant Deputy Minister
Primary Agriculture
Alberta Agriculture and Irrigation
E: john.conrad@gov.ab.ca | P: 780-203-0844



Net-Zero Communities
Accelerator Program

IMPLEMENTATION RECOMMENDATIONS REPORT

Pincher Creek Region

July 2025

Submitted to:



Authors:

Ronak Patel, Program Manager – Sustainability Services, Alberta Municipalities

Andrea Miller, Program Lead – Sustainability Services, Alberta Municipalities

Reviewer:

Heldagardis Renyaan, Senior Lead, Community Energy Planning and Projects – QUEST Canada

LAND ACKNOWLEDGMENT

The **Pincher Creek** region acknowledges the traditional territories of the **Niitsitapi** (Blackfoot) and the people of the Treaty 7 region in Southern Alberta, which includes the **Siksika**, the **Piikani**, the **Kainai**, the **Tsuut'ina**, and the **Stoney Nakoda** First Nations, including **Chiniki**, **Bearspaw**, and **Wesley** First Nations. Southern Alberta is also home to the **Métis** Nation of Alberta Region 3.

FUNDERS



DELIVERY PARTNERS

Municipal Climate Change Action Centre

The Municipal Climate Change Action Centre was founded in 2009 as a collaborative initiative of Alberta Municipalities, Rural Municipalities of Alberta and the Government of Alberta. The MCCAC provides funding, technical assistance, and education to municipalities and community-related organizations, helping them lower energy costs, reduce greenhouse gas emissions, and improve climate resilience. Visit us at mccac.ca.



Municipal
Climate Change
Action Centre



Alberta
Municipalities
Strength
In Members

A Partnership Of:



RMA
RURAL MUNICIPALITIES
of ALBERTA



QUEST Canada

QUEST Canada is a registered Canadian charity that supports communities in Canada on their pathway to net zero. Since 2007, we've been facilitating connections, empowering community champions and advising decision-makers to implement energy use and emissions reduction solutions that best meet community needs and maximize local opportunities. We develop tools and resources, convene stakeholders and rights holders, and advise decision-makers — all with the goal of encouraging, assisting and enabling communities to contribute to Canada's net-zero goals. Learn more at questcanada.org.



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1.0 EXECUTIVE SUMMARY

1.1 Background

In May 2025, the Town and MD of Pincher Creek participated in two energy and emissions plan implementation workshops facilitated by the Municipal Climate Change Action Centre (MCCAC), as part of the [Prairies Cohort of QUEST Canada's Net-Zero Communities Accelerator Program](#).

The implementation workshop was conducted to help develop a strategy for implementing community-side actions to achieve local environmental and economic benefits. For Pincher Creek's **Community Energy Action Strategy** (CEAS) ("the plan") to be effectively implemented, the community context needs to be incorporated into the development of a governance structure, communications and stakeholder engagement strategy, key performance indicator (KPI) framework, and the prioritization and implementation of actions within the plan.

This report summarizes recommendations and workshop results.

In November 2024, an Energy Mapping and Action Planning report was created for the Pincher Creek region, representing recommendations for developing a Community Energy Action Strategy. This report identifies ways to reduce GHG emissions and support the local economy, increase competitiveness, create jobs, improve energy efficiency, preservation of cultural activities and environmental resilience, connectivity in communities, and keep energy dollars local. The Energy Mapping and Action Planning Recommendations report outlines 79 actions through the mapping exercise, and action strategy round-up exercise.

The Town and MD of Pincher Creek have shown commendable leadership in advancing clean energy, climate resilience, and regional collaboration. The residential Clean Energy Improvement Program (CEIP) offers homeowners access to low-interest financing and limited-time incentives, making energy efficiency and renewable energy upgrades more accessible. The region is also exploring innovative energy solutions, including a landfill biodigester, waste heat recovery, and the proposed Captus Energy project, which combines natural gas generation with carbon capture and storage.

With a strong foundation of strategic plans—such as the Climate Risk Assessment and Adaptation Plan developed in partnership with the Piikani Nation—the Town and MD are well-positioned to align future actions with regional climate priorities. Opportunities remain to deepen impact by leveraging their collaborative governance model, expanding CEIP to commercial properties, and building on the region's identity as Canada's wind energy capital. Strengthening community outreach and utilizing underused lands for renewable infrastructure or economic development could further enhance long-term sustainability and resilience.

1.2 Who Is This Report Intended For?

This report is intended to inform the municipal staff, council, and local stakeholders about:

- What actions have the highest priority
- What governance frameworks can best support the CEAS
- What communication strategies best support the CEAS
- How to measure impact of the CEAS

Content in this report is presented as recommendations for Pincher Creek as key considerations in developing a **Community Energy Action Strategy (CEAS)**. As a living document, the report content can be edited or changed as the community sees fit.

1.3 Summary of Key Recommendations

1.3.1 Governance

- **Coordination:** Assigning responsibility for the overall Plan.
 - Participants expressed support for:
 - **A regional staff, shared between the Town and MD.**
 - A contractor with specialist knowledge could be procured to provide support.
- **Committees:** Committees will have Terms of Reference, starting objectives, activities, roles, responsibilities, meeting frequency, and KPIs to report on, in support of the plan.
 - Participants selected Option 3, with specific goals to use the **Municipal Energy Advisory Committee (MEAC) to support the CEAS**. The MEAC has 6 members (councillors balanced between the Town and MD) and 4 members at large.
 - Members at Large would include external stakeholders, rather than establishing a distinct external stakeholder committee.
- **Communications governance:** Responsibility for effective communications related to the plan
 - Participants expressed support for:
 - **Communications Department to lead with support of Plan**
 - **Coordinator/Committee**
- **Data governance:** Responsibility for effective data gathering and monitoring
 - Participants expressed support for:
 - **Participants preferred a combination of all options, to align with the structure of the Municipal Energy Advisory Committee.**

1.3.2 Communication

Public Engagement & Communications

Participants prioritized (High or Medium) the following methods:

- **Webpage**
 - Content should include visual depiction and simple explanation of the GHG emissions in the community, the GHG emissions reduction target, high-level objectives and measures

within the plan, links to programs and incentives, policies, tips and guidance, contact information, and annual achievements.

- **Social Media**
 - Use Facebook, Twitter, LinkedIn, Instagram. Content should include plan details, progress on actions and impacts, highlights from success stories, calls to action, and information about contests. See annex 6 for sample content. Social media should link to fact sheets, success stories, and progress reports. And it should link back to the webpage.
- **Regular Media**
 - Use of traditional media channels such as newspapers, radio, and television to disseminate information and support public communication efforts.
- **Fact Sheets**
 - Concise, informative documents that highlight progress, impacts of plan measures, and provide tips and guidance.
 - These can be distributed as utility bill inserts, shared via social media, posted on the website, or handed out at events.
- **Events**
 - Participate in or host community events such as networking gatherings, award galas, markets, festivals, and provincial holidays. Engagement can include table displays, speakers, or joining existing community-led events.
- **Annual Progress Report**
 - A comprehensive yearly report that communicates implementation progress, key achievements, and areas for improvement. It should be shared with elected officials, staff, community stakeholders, and made publicly available. The report can highlight successes, partner contributions, and measurable impacts such as GHG reductions and energy savings.
- **Contents**
 - Organize seasonal contests and challenges to encourage behaviors such as reducing energy use, increasing active transportation, and boosting transit ridership. These can include competitions between homeowners or even between municipalities, with recognition for achievements like significant GHG reductions.
- **Engage Schools and Youth Groups**
 - Partner with schools, school boards, youth organizations, and community groups to promote awareness and early action on sustainability and climate initiatives.
 - Engagement can include classroom presentations, participation in youth programs, and collaboration on community projects.

Stakeholder Engagement

Participants identified key stakeholders that need **one-to-one engagement**:

1. Piikani Nation

2. **Provincial Ministries – Including Alberta Environment and Protected Areas (AEP) and Alberta Affordability & Utilities**
3. **Federal Ministries – Government of Canada departments relevant to climate action, infrastructure, and Indigenous partnerships.**
4. **Oldman River Regional Services Commission (ORRSC)**
5. **Southern Alberta Alternative Energy Partnership (SAAEP)**
6. **SASCI (Southwest Alberta Sustainable Community Initiative)**
7. **ATCO – Peaks to Prairies EV Charging Network**

Participants identified key **stakeholders that can be grouped together** for broader engagement efforts.

1. **Utility industry (TransAlta, AltaLink, FortisAB, etc.), energy industry (Wind/Solar companies, Oil and Gas Companies), and the Alberta SouthWest Regional Development Alliance.**
2. **Cows and Fish, Nature Conservancy of Canada, Southern Alberta Land Trust Society, Old Man River Watershed Association.**

Participants identified the following engagement approaches to support stakeholder outreach:

- **Stakeholder committee**
- **One-on-one meetings**
- **Attend stakeholder meetings**
- **Ambassador program**
- **Declaration**

1.3.3 Data and Key Performance Indicators

Tools for Gathering Data

Participants expressed support for the following methods:

- **PCP Milestone Tool**
- **QUEST Canada's Benchmark Assessment Tool**
- **Peer Networks**
- **Requesting data and information from partners as needed**
- **Dashboard**

Participants recommended updating the **GHG inventory every 3 years, having a CEAS request for info and stakeholder meeting offset from the GHG inventory with a rotating schedule, using the Smart Energy Communities Benchmark every 3 years** and updating **energy maps to support planning and education every 3 years.**

Key Performance Indicators for Measuring Progress

See Section 4 for a full list of KPIs and data sources discussed in the workshop. Some of the most important KPIs recommended to include are:

- **Total energy usage (residential, commercial, institutional, transport) for all fuels**
- **Total dollar savings**
- **Amount of GHG emissions reduced, and total change in year over year**
- **Water conservation**

- Local success stories
- Satisfaction surveys

1.3.4 Plan Action Strategies

Participants engaged in a prioritization exercise to further identify the most feasible actions for their organization and to discuss next steps needed for implementation. Actions include options such as conducting a study, securing funding, or gaining Council support. See Section 5 for a full transcript of the discussion and the action items identified.

For the the Pincher Creek region, high priority actions should:

- **Clearly demonstrate value,**
- **Have funding opportunities available,**
- **Integrate community perspectives and communicate clear benefit to residents,**
- **Are scaled appropriately to the size and resources of the Town and MD.**

In summary, the **action items that emerged from the discussion are listed below:**

Energy Efficiency

- **Phase out and redevelop aging infrastructure**
- **Energy efficiency audits and retrofits on municipally-owned and/or partner-operated facilities**
- **Residential energy efficiency retrofits in older neighbourhoods through the Clean Energy Improvement Program (CEIP)**

Waste & Renewable Heat

- Based on the results of the structural assessment of the Ice Arena, consider a renovation plan that utilizes waste heat from the arena for the pool.

Renewable Power

- **Measure the GHG impact of clean energy conversions**
- **Wind energy** - Establish a coalition request for information (TransAlta, Town, and MD)
- **Brownfield redevelopment**

Land Use & Transportation

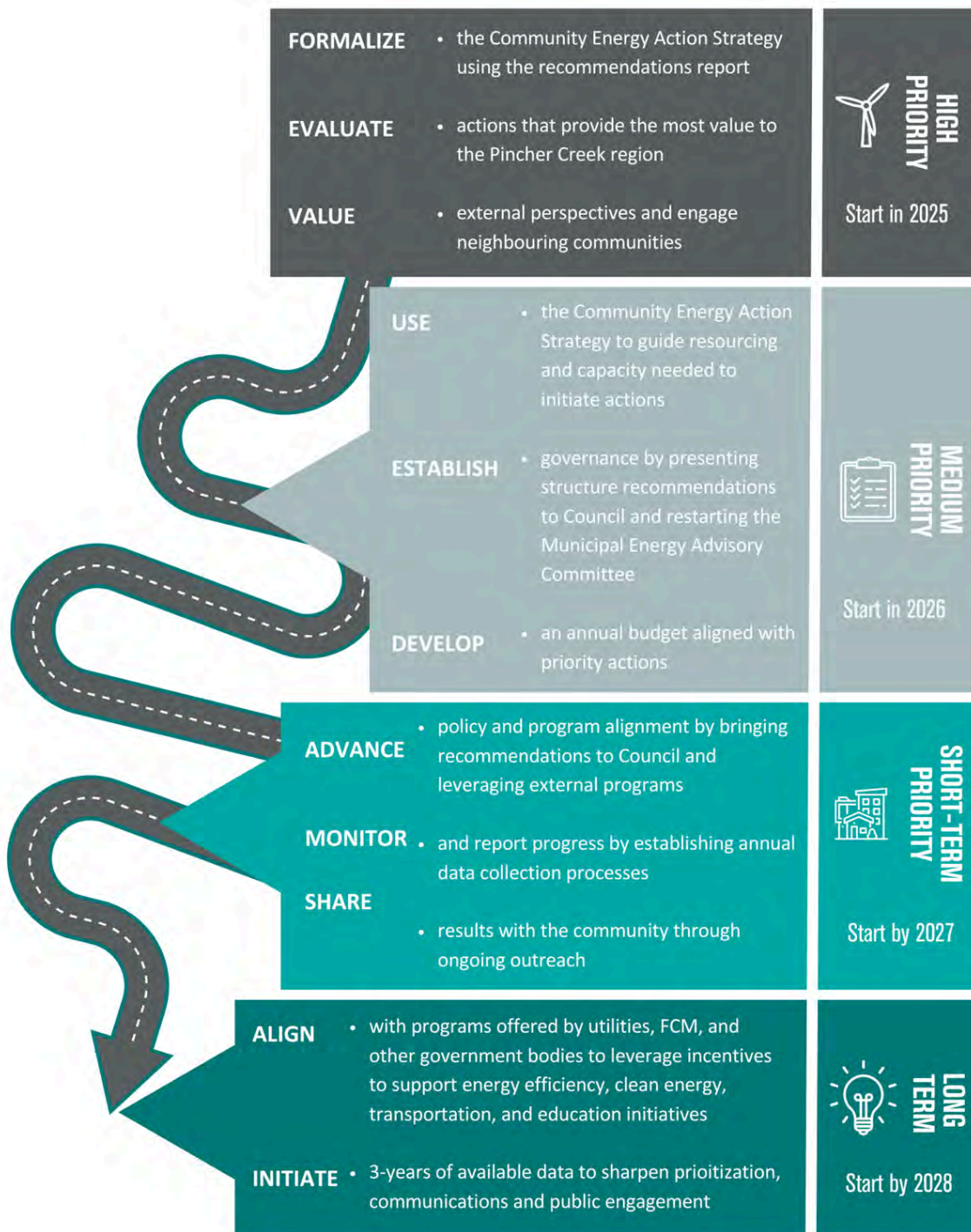
- **Expand availability and types of housing options**

Water

- **Public awareness campaign and retrofit program to promote water conservation**

1.4 Preliminary Roadmap for Implementation

Based on the selection and prioritization of plan actions, the following visual illustrates a possible roadmap for implementation:



2.0 GOVERNANCE

2.1 Introduction

Communities that have introduced governance models to oversee and implement their energy plans have consistently proven that doing so will ensure that the plan remains top-of-mind for elected officials, local government staff, and community stakeholders.

New governance models provide a platform for political, staff and community stakeholders to convene regularly. In some cases, they provide the legal framework needed to implement projects. This can ensure that a process is in place to monitor and report regularly on the implementation of the plan.

The community context needs to be incorporated into the development of a governance structure for the implementation of Pincher Creek's plan, as well as the plans of neighboring municipalities. **Below are presented key governance options**, including for oversight and coordination, stakeholder engagement and communications, and monitoring data and key performance indicators. **Following this is a summary of the discussion and options selected by participants during the workshop.**

2.2 Oversight and Coordination

This section refers to oversight and coordination of the Plan as a whole, not individual actions.

- A. **Option 1: Assign the tasks to an existing staff member**, oversee *corporate* energy actions. Additionally, they will ensure that the *community* actions are advancing by engaging stakeholders and coordinating task forces, gathering data, reporting progress, ensuring good communication, and finding ways to ensure that energy and emissions are considered in all decisions. However, it may be challenging for one person to manage the implementation of both corporate and community scale work.
- B. **Option 2: Assign the tasks to another existing staff member or hire a new staff member** to oversee *community* energy actions. These include engaging stakeholders, coordinating task forces, gathering data, reporting progress, ensuring good communication, and finding ways to ensure that energy and emissions are considered in all decisions. Embedding the plan into job descriptions helps to keep a focus on implementation and makes sure it does not get overlooked. A staff person at the management level is often well-suited to oversee plan development and implementation. A manager remains equally as close to senior management and council as to staff and stakeholders working to implement the plan on the ground.
- C. **Option 3: Regional and cost-shared resource.** Share a staff between the Town and MD or collaborate with nearby communities within the region about the possibilities of a shared staff person. A sample job description and skills and credentials needed, are included in annex 2.
- D. **Option 4: Engage student or part-time worker** to advance studies, surveys, and projects within the plan on an annual basis or as needed.

Participants discussed the merits, and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			
Option	Pros	Cons	Decision
Option 1 - Assign existing staff member	<i>No additional cost to the municipality</i> <i>Understanding of needs already exists</i> <i>Opportunity of existing staff is passionate about the program</i>	<i>jurisdictional expertise may be lacking. Require training</i> <i>overloaded workload. existing role may be a higher priority.</i> <i>low priority for existing staff</i>	Option 3. A regional staff, shared between the Town and MD. A contractor with specialist knowledge could be procured to provide support. Option 4 (Student or Part Time Support) can also be pursued as opportunities arise
Option 2: Hire a new staff member	<i>Grow workforce</i> <i>Can find optimal skillset</i> <i>Creates knowledge within the org</i>	<i>high cost for new employee with required expertise</i> <i>Reporting structure can be complicated</i> <i>Uptake difficult for new employee without other champions</i> <i>Long-term funding</i>	
Option 3: Regional / Cost-shared resource	<i>Variety of perspectives</i> <i>existing organizations with local footprint that could be the host for this</i> <i>Shared costs and ideas across municipalities</i> <i>Creates an expert in the region/potential FT position</i> <i>Promotes collaboration between municipalities.</i>	<i>Differing values/priorities of Councils</i> <i>low local participation at individual levels</i> <i>Uptake difficult for new resource without other champions</i> <i>managing priorities with multiple councils/admin could be fun! ;)</i>	
Option 4: Engage a student or a part-time team staff	<i>More cost effective</i> <i>PT = ability to learn from other perspectives</i>	<i>Time may be limited (summer break)</i> <i>short term solution, expertise leaves when student is gone</i>	

	<i>Grant opportunities for employing interns</i> <i>Grant or Federal Funding Opportunity?</i> <i>Possible capstone project with High School, College, University</i>	<i>Lack of support. May require multiple communities to allow collaboration between students.</i> <i>Uptake difficult for new employee without other champions</i>	
<i>Alternative Option: Contractor Support</i>	<i>Out source work</i> <i>Retainer for a specialist</i> <i>Expertise can be integrated into organization longer-term</i> <i>Similar to other professional contractors - lawyers, engineers, etc.</i>	<i>Still requires someone to coordinate internally</i> <i>Juggling multiple munis</i> <i>More task oriented, requires specific outcomes</i>	

2.3 Committee Structure

Based on QUEST Canada's research, it is recommended to have separate internal and external (community-wide) governance committees. A committee would oversee the implementation of the plan across the community, identify issue-based and short-term actions, enable coordination and communication, support data collection, and monitor and report on progress.

Participants discussed whether plan objectives can be accomplished within existing committee structures or if a new structure should be introduced. They also discussed whether the committees should address both climate mitigation and adaptation, or if these should be done by separate committees.

Based on QUEST Canada's research, found that implementation is most successful when adaptation and mitigation are integrated.

The options for committee structure are presented below. Following this is a summary of the discussion and options selected by participants during the **workshop**.

2.3.1 Internal Committee(s)

Community energy plans cross many departmental boundaries and, consequently, require early and ongoing inter-departmental coordination and collaboration. Engagement should take place at the senior management and junior and intermediate staff levels.

Embedding the plan into job descriptions helps to keep a focus on implementation and makes sure it does not get overlooked. An internal committee should have a terms of reference stating objectives, roles, responsibilities, and key performance indicators on which to report.

- A. **Option 1:** Consider creating a **committee within the council or the Mayor's task force**. Alternatively, consider assigning the tasks to an existing committee to oversee plan implementation. A council committee or task force can be responsible for policy and structural decisions, and participants can act as community leaders for the plan. Council members on the committee could act as liaisons between the committee and the council by advocating for the council to adopt recommendations, policies, or bylaws. They can also ensure adequate staffing and other resources are available. Community stakeholders may be on the committee, and staff would attend meetings as a resource. Minutes would be reported to Councils.
- B. **Option 2:** Consider establishing a **staff committee**, including staff involved in the implementation of cross-sectoral actions in the plan, and liaising with the appropriate community stakeholders to manage implementation. These staff members should be responsible for gathering data, monitoring KPIs, and providing technical support for the implementation of actions in the plan, including analysis, feasibility studies, data, and stakeholder support. It can include meetings with department managers or leads and inter-departmental staff meetings. The committee would be chaired by the lead coordinator and oversight person.
- C. **Option 3:** Assign to an **existing committee**, such as the finance committee or the growth committee.

Participants discussed the merits and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			
Option	Pros	Cons	Decision
Option 1 - Create a task force or committee of Council	<i>Direct influence on leadership of the municipalities</i> <i>connected to local community and elected due to alignment</i> <i>Good direct line to Council</i> <i>Have clear alignment on topics and can easily action ideas</i>	<i>Often sit on a multitude of committees - could get lost in priority</i> <i>will likely need to delegate work. high level thinking</i> <i>A team member may be required to action the work</i> <i>effectiveness of committees in past has been hot and cold</i> <i>disconnect from execution</i> <i>May lack expertise on particular topic.</i>	Participants selected Option 3, with specific goals to use the <i>Municipal Energy Advisory Committee (MEAC)</i> to support the CEAS. The MEAC has 6 members (councillors balanced between the Town and MD) and 4 members at large. The MEAC chairs could lead / support the coordination of the plan.

Option 2 - Establish a Staff Committee	<i>Able to bring effective reports back to Council</i> <i>Bring the "doers" into the conversation. Which will bring great perspective on feasibility</i> <i>Variety of viewpoints from those directly involved in implementation</i> <i>I think a staff committee could work for specific projects</i>	<i>Not enough expertise</i> <i>Resource constraints</i> <i>Council/funding support slightly less tangible</i> <i>Staff have lots on the go already- is there room for more?</i>	Participants also discussed utilizing a retainer to bring in a specialist to have in-house/on-demand capacity to advance actions.
Option 3 - Assign to an existing Committee	<i>cobenefits with existing work being done</i> <i>May align well with other committees such as finance.</i> <i>Opportunity for reviving Economic Dev Committee</i>	<i>capacity of existing committee</i> <i>Expertise on existing committees</i> <i>Expertise sill required</i>	

2.3.2 External Stakeholder Advisory Committee

Below are some options for an external committee. An external committee should have a Terms of Reference that states objectives, roles, responsibilities, and key performance indicators to report on. The options discussed include:

- A. **Option 1: Create a community-wide stakeholder committee or advisory group** to maintain ongoing support for plan implementation activities, with participation from energy utilities, the residents, the real estate sector (such as developers and builders), local non-profits, school boards, academic institutions, large energy users, fuel suppliers, the local chamber of commerce, and others. The committee could have informal participation of council members or staff. The committee should meet on an ongoing basis and consider scheduling annual, bi-annual, or quarterly meetings (open to the public). Partner organizations could commit annually to actions from a list of options, provide progress reports, contribute to KPIs, integrate with municipal communications, as well as collaborate on innovative projects. Stakeholder meetings could happen at a quarterly or bi-annually frequency.
- B. **Option 2: Assign tasks to an existing non-profit or establish an external non-profit.** This could potentially be co-funded by utilities, the province, and neighboring municipalities. It could also seek additional funds for advancing key measures in the plan. It can also provide an interface between the city and external stakeholders, ensure the sustainability of plan implementation over the long term, and report to non-profit governance committees.

Participants discussed the merits, and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			
Option	Pros	Cons	Decision
Option 1 - Create a community stakeholder committee or advisory group	<i>Power with external partners</i> <i>Brings outside expertise which can ground ideas that may not meet legislative requirements.</i> <i>Partnerships are a "win-win"</i> <i>May allow joint lobbying of government. Such as the wind regulation example.</i>	<i>target fixation. One person with a passion project could derail</i> <i>Could have a narrow focus with limited knowledge</i> <i>May not have credibility with councils</i> <i>Outside organization may favour their unique objectives</i>	Participants decided that the MEAC Members at Large would include external stakeholders, rather than establishing a distinct external stakeholder committee.
Option 2 - Assign to existing non-profit or establish an external non-profit	<i>Ability to access grants may increase</i> <i>More community-wide engagement</i> <i>Can apply through existing frameworks for municipal funding</i> <i>Existing status and regulatory hurdles have been navigated</i>	<i>Disconnect from Administration and Council</i> <i>Cost for implementation</i> <i>Existing goals of organization may not align</i> <i>Relying on governance structure in place and effectiveness of it</i> <i>Lack of funding/resources</i> <i>Volunteer energy may not exist / Volunteers/Board Members may already be stretched thin</i>	

2.4 Communications Governance

In addition to identifying a lead coordinator and committee structure, the community should determine who is responsible for effective communications related to the plan. The options discussed include:

- A. **Option 1:** The communications department leads this work.
- B. **Option 2:** The communications department leads with work, with the support of the coordinator or committee.
- C. **Option 3:** The coordinator or committee leads this work, with support from the communications department.
- D. **Option 4:** Collaborating with nearby communities about the possibilities of a shared staff person and communications budget.
- E. **Option 5:** Collaborating with community partners to conduct outreach.
- F. **Option 6:** Creating an external body (e.g. if a non-profit was created and mandated).

Responsibilities could include: the design of messaging and materials; preparing annual public updates; maintaining the webpage, dashboard, and social media accounts; promoting partner activities, offerings, and successes; and drafting news releases, or bill inserts with energy efficiency tips and calls to action. See: Communication and Awareness Strategy, Section 3.

Participants discussed the merits, and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			
Option	Pros	Cons	Decision
Option 1 - Communications Department	<i>Skillset exists</i> <i>Have tools (socials, newsletters, website, etc.)</i> <i>I like the idea of controlling the message</i>	<i>No comms staff exists at MD</i> <i>Lack of understanding on when to communicate</i> <i>Someone still to bring information to the communicator</i>	Participants preferred Option 3, where the Plan Coordinator would lead, with support from communications staff
Option 2 - Communications Department with the support of CEAS Coordinator/Committees	<i>Comms knowledge and probably increased effectiveness</i> <i>Providing messaging would help existing comms person</i>		
Option 3 - CEAS Coordinator/Committees with support of Communications Department	<i>Knowledge & data provided by volunteers who have connections in community</i>		
Option 4 - Collaborating with nearby communities to share staff person and budget			
Option 5 - One of the above, and collaborating with community partners on outreach	<i>Outside agencies reshare socials to broaden views (LinkedIn, Facebook, etc.)</i> <i>Utilize a trusted advisor or prominent community member who is a respected/trusted source</i>	<i>Ensure a consistent message is shared</i>	
Option 6 - External body (i.e. if a non-profit was created/mandated)	<i>Newspaper</i> <i>Pincher Creek community Facebook page</i>		

2.5 Data Governance

In addition to identifying a lead coordinator and committee structure, the community should determine who is responsible for effective data gathering and monitoring. The process of gathering data and monitoring KPIs should be embedded into the work plans of key staff, and in the terms of reference of the stakeholder committee. The options discussed during the workshop include:

- A. **Option 1:** Designated staff lead or coordinator
- B. **Option 2:** Internal committee (staff committee, or committee in council)
- C. **Option 3:** External committee and stakeholders
- D. **Option 4:** External body (for example, if a non-profit was created or mandated)
- E. **Option 5:** A combination of the above, with support of the communications department (for things like data)

Participants discussed the merits, and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			Decision
Option	Pros	Cons	
Option 1 - Designated CEAS Coordinator	<i>Fits in with existing responsibilities</i> <i>Ownership of data is clear</i> <i>Yes, a champion is important</i> <i>Knowledge of who to reach out to and what to ask for</i>	<i>Requires a person/staff</i>	Participants preferred a combination of all options, to align with the structure of the Municipal Energy Advisory Committee.
Option 2 - Internal Committee (e.g. Staff)	<i>Could assign different data collection to multiple people as per their area</i>	<i>Additional committee just for governance</i> <i>Workload capacity</i>	
Option 3 - External Committee and Stakeholders		<i>Becomes anecdotal data, prefer referenced info</i>	
Option 4 - External body (e.g. if a non-profit was created/mandated)	<i>Likely completed quickly</i> <i>knowledge of who to reach out to and what to ask for</i>		

3.0 COMMUNICATIONS AND ENGAGEMENT

3.1 Introduction

To ensure the successful implementation of the plan, a clear and purposeful communication strategy is essential. This strategy will help inform and inspire the public, engage stakeholders, promote programs and incentives, catalyze action, and communicate both results and benefits to the community.

The overarching goals of the strategy are to educate, engage, inform, and motivate.

1. Educate

Clearly explain what is happening, why it is happening, and how it benefits the community. Providing accessible and transparent information helps build trust and reduces the risk of misinformation or confusion.

2. Engage

Invite citizens and stakeholders to participate in the conversation—sharing ideas, voicing concerns, and contributing to the development of solutions. Engagement fosters shared ownership and long-term commitment to the plan's success.

3. Inform

Provide regular updates on progress, developments, and available programs or incentives. Consistent communication helps maintain momentum and ensures that expectations remain aligned across all audiences.

4. Motivate

Celebrate milestones and successes to reinforce community support and sustain enthusiasm. Recognition of contributions and achievements can be a powerful tool for maintaining engagement and encouraging continued participation.

Together, these goals form a strategic framework for communication that is inclusive, transparent, and empowering.

3.2 Communication Implementation Considerations

To bring this strategy to life, a variety of communication methods and tools will be used. These options are outlined in the following section. As outlined in the governance section, participants recommended that the strategy be coordinated and implemented by the Plan Coordinator would lead, with support from communications staff.

To ensure that this approach is successful participants outlined some key consideration:

- **Build on Existing Structures:** Rather than creating new bodies, leverage existing committees and staff where possible to reduce duplication and streamline efforts.

- **Clarify Roles & Mandates:** Ensure any coordinating body (e.g., MEAC) has a clear mandate and Terms of Reference to guide its work and avoid confusion or misalignment.
- **Assess Capacity:** There is currently no dedicated communications role, which may limit implementation. Consider seeking funding to hire a communications coordinator.
- **Engage Early:** Initiate meetings with key stakeholders (Town, MD, MEAC members) to align priorities and establish a shared vision.
- **Be Strategic with Engagement:** Exercise caution when engaging committees with differing priorities to avoid conflict or dilution of focus.
- **Champion Leadership:** Identify and empower local champions (e.g., Councillor Wayne Oliver) to help drive momentum and community buy-in.

Participants also identified the following barriers to efficient communication:

- *If results fall short? Explanations.*
- *Number of staff*
- *Cost*
- *Time allocation?*
- *Information overload*
- *Updating the current information*
- *Staff time to commit to a project*
- *Access to certain forms of communications*
- *Usability of tools*
- *Demographics*

3.3 Public Engagement and Communications

Participants discussed the merits, and pros and cons of the following methods. Discussion points and the resulting recommendation are as follows:

Webpage

Description: Content should include visual depiction and simple explanation of the GHG emissions in the community, the GHG emissions reduction target, high-level objectives and measures within the plan, links to programs and incentives, policies, tips and guidance, contact information, and annual achievements. **See annex 6 for sample content.**

Priority Level: **High - Medium**

Notes:

- *Joint website was tried, but challenges with two organizations working together*
- *Consider a PDF on both Town and MD websites*
- *Consider website hosting fees*
- *Using the website as a central location or backbone that other communication channels can refer back to.*

Frequency: Ongoing, updated regularly

Social Media

Description: Use Facebook, Twitter, LinkedIn, Instagram. Content should include plan details, progress on actions and impacts, highlights from success stories, calls to action, and information about contests. See annex 6 for sample content. Social media should link to fact sheets, success stories, and progress reports. And it should link back to the webpage. **See annex 6 for sample content.**

Priority Level: **Medium**

Notes:

- *Active Official Facebook presence*
- *Facebook groups are active*

Frequency: Updated on an ongoing basis, when there are updates to share.

Regular Media

Description: Use of traditional media channels such as newspapers, radio, and television to disseminate information and support public communication efforts.

Priority Level: **Medium**

Notes:

- *Both Town & MD have a regular weekly newspaper ad*
- *Monthly Town emails - Shootin the Breeze!*
- *MD yearly physical newsletter*
- *Energy newsletters, stories on social, regional quizzes.*

Frequency: As needed

Utility Bill Inserts

Description: Printed or digital inserts included with utility bills to communicate with residents and businesses. Content typically promotes efficiency improvements, available programs and incentives, and shares relevant facts. This method can also be adapted for online delivery (e.g., pop-ups).

Priority Level: **Low**

Frequency: n/a

Open Houses

Description: In-person events designed to update the public on the progress of plans and provide opportunities for engagement and feedback. These events allow for two-way communication and help build trust and transparency.

Priority Level: **Low**

Notes:

- *Do have existing practice for open houses*
 - *MD Utility Open Houses*
 - *Annual Town Info Session (annual budget)*
 - *Climate resilience & adaptation open house — value with the consultant making it accessible and visual*
- *Consider time of year and time of day*
- *Issues with Council being the face of the open house. Council education is needed.*
- *Output may not be worth the effort*

Frequency: n/a

Fact Sheets

Description: Concise, informative documents that highlight progress, impacts of plan measures, and provide tips and guidance. These can be distributed as utility bill inserts, shared via social media, posted on the website, or handed out at events.

Priority Level: High - Medium

Notes:

- *Does not exist, but supportive of this idea. Gives users agency to explore what resources are available and select the information needed. Could attach to existing website Energy section.*
- *One-time, rather than ongoing time and effort needed to be updated often. Can be updated easily when needed.*
- *Example of homeowner checklist for climate resilience actions. Stays relevant long-term. Physical fact sheets at tradeshow.*
- *Work with Fortis on programs/sponsorships/incentives alongside fact sheets.*

Frequency: As needed

Online Dashboard

Description: A visual, interactive tool that displays progress across key activity categories, along with status updates for individual actions. Designed to be accessible and informative for media, the public, and potential investors.

Priority Level: Medium - Low

Notes:

- *Cons around maintenance and updating*

Frequency: n/a

Events

Description: Participate in or host community events: gatherings, award galas, markets, festivals, and holidays. Engagement can include table displays, speakers, or joining existing community-led events.

Priority Level: Medium

Notes:

- *Trade Show, Farmer's Market, Chamber Awards Event, Day on the Creek, Parades.*
- *Make an election issue: campaign events, town halls, candidate questions at debates or forums.*
- *Leverage direct 1x1 phone calls and regular interactions & relationships with residents: Community members already reach out to Town and MD staff to inquire about what the region is doing to build climate resilience and respond to extreme events like wildfires, flooding, droughts.*
- *Use the language of climate risk, resilience, and economic development when communicating.*
- *Events or engagement sessions could include a solar assessment.*

Frequency: As needed

Annual Progress Report

Description: A comprehensive yearly report that communicates implementation progress, achievements, areas for improvement. Shared with elected officials, staff, community stakeholders, and made public. Report highlights successes, partner contributions, and measurable impacts, reductions and savings.

Priority Level: **Medium**

Notes:

- *Public outreach of progress has been limited.*
- *Capacity concerns*

Frequency: Annually

Contests

Description: Organize seasonal contests and challenges such as reducing energy use, increasing active transportation, and boosting transit ridership. These can include competitions between homeowners or even between municipalities, with recognition for achievements like significant GHG reductions.

Priority Level: **High - Medium**

Notes:

- *Leverage previous successes i.e. Regional quiz.*
- *Fortis light bulbs program or sponsorships.*

Frequency: As needed

Engage Schools and Youth Groups

Description: Partner with schools, school boards, youth organizations, and community groups to promote awareness and early action on sustainability and climate initiatives. Engagement can include classroom presentations, participation in youth programs, and collaboration on community projects.

Priority Level: **High - Medium**

Notes:

- *Job fairs for employment in climate action.*
- *A Day at the Creek.*

Frequency: As needed

3.3 Stakeholder Engagement

In the workshop, participants explored what meaningful stakeholder engagement should look like.

They identified key stakeholders and grouped them based on the type of engagement most appropriate for each—either one-to-one or group-based.

One-to-One Engagements

These stakeholders were identified as requiring direct, personalized engagement due to their strategic importance, influence, or potential for collaboration:

1. **Piikani Nation** – A cross cultural partner in regional planning and climate resilience, with existing collaboration on climate risk assessments.
2. **Provincial Ministries** – Including **Alberta Environment and Protected Areas (AEP)** and **Alberta Affordability & Utilities**, whose policies directly impact local energy and infrastructure initiatives.

3. Federal Ministries – Government of Canada departments relevant to climate action, infrastructure, and Indigenous partnerships.
4. Oldman River Regional Services Commission (ORRSC) – A key regional planning body with influence over land use and development.
5. Southern Alberta Alternative Energy Partnership (SAAEP) – A regional network supporting alternative energy development and innovation.
6. SASCI (Southwest Alberta Sustainable Community Initiative) – A community-driven organization focused on sustainability and resilience.
7. ATCO – Peaks to Prairies EV Charging Network – A partner with data insights into regional EV infrastructure and usage trends.

Group Engagements

These stakeholders were grouped together for broader engagement efforts, such as workshops, forums, or collaborative initiatives:

1. Utility industry (TransAlta, AltaLink, FortisAB, etc.), energy industry (Wind / Solar companies, Oil and Gas Companies), and the Alberta SouthWest Regional Development Alliance – Important for economic development and community-based energy projects.
2. Cows and Fish, Nature Conservancy of Canada, Southern Alberta Land Trust Society, Old Man River Watershed Association – Environmental organizations that can support outreach, volunteerism, and local engagement.

This structured approach to stakeholder engagement ensures that communication efforts are both strategic and inclusive, fostering stronger relationships and more effective collaboration across sectors.

During the workshop participants discussed the merits, and pros and cons, of the following approaches. Discussion points and the resulting recommendation are as follows:

Approach	Description	Notes
Ongoing teleconference and email correspondence	Engage and inform stakeholders through regular updates (such as email list) including through calls to action, meeting announcements, celebrating successes, requests for information, and discussion threads related to plan implementation. Also use webpage and social media.	
Stakeholder committee	Provide updates, monitor and report on implementation, identify opportunities, integrate initiatives and obtain commitments. (see Governance section).	<i>Utilize Southwest Alberta Sustainable Community Initiative (and get them more funding)</i> <i>Leverage the Southern Alberta Alternative Energy Partnership for engagement</i>

One-on-one meetings	Identify plan objectives, stakeholder objectives, where there is alignment, pursue collaborative opportunities and work to establish commitments. Meet with utilities, and other key stakeholders. Over time, this will happen at the committee level.	<i>Utilize Oldman River Regional Services Commission & Planning documents for joint vision</i>
Workshops and focus groups	Obtain targeted feedback on concepts and approaches to implementing plan measures. Done in person, by tele-conference or online surveys. This also builds ownership and feedback loop.	
Attend stakeholder meetings	Participate in meetings hosted by stakeholders to present information about the plan and obtain support, such as associations.	<i>Host meetings as needed</i> <i>Identify other stakeholders like manufactures, businesses</i> <i>Use organization like SW, who already engage stakeholders</i>
Networking events and charrettes	Host networking events for stakeholders and charrettes to engage in dialogue for implementing new actions.	
Open houses	Highlight plan measures, impacts, and opportunities for participation.	
Ambassador program	Recognize business leaders and encourage local stakeholders to be leaders in advancing plan measures. Also work to communicate benefits.	<i>Industry stakeholders could benefit from direct knowledge of plan</i> <i>Showcase successful installs/projects etc.</i> <i>Chamber Awards – category specific</i> <i>Inquiry into supporting more Green Destinations</i>
Declaration	Invite partners to sign a declaration to generate awareness. Enable new partners to join each year. Put on annual awards.	<i>AB Southwest Crown of the Continent – promotional/success story piece</i>

		<i>Connections to UN SDGs – showcasing the region's efforts</i> <i>This is neat – but just capacity issues with staffing</i> <i>Database/catalog awards for the Pincher Creek region</i> <i>Communicating impact & communicating history/longstanding connection to the community</i> <i>Connect to the people that have been doing this work</i>
Other	Celebrate history related to energy	

3.3.1 Why and How to Engage Key Stakeholders

All stakeholders should be engaged in the committees and be annually invited to register for newsfeed and updates. **Below we present why and how to engage key stakeholders:**

The Government of Alberta

Why Engage This Stakeholder:

- The Government of Alberta plays a central role in shaping the province's energy and environmental landscape. Its [Emissions Reduction and Energy Development Plan](#) outlines an approach to enhance Alberta's position as a global leader in emissions reductions, clean technology and innovation, and sustainable resource development.
 - *"Alberta's approach is to work with industry, Indigenous communities and organizations, municipal governments, academia, environmental organizations and others that are committed to emissions reductions"*
- Pincher Creek's plan aligns with these provincial goals by supporting local GHG reductions, improving energy efficiency, and fostering economic development. Engaging the provincial government ensures alignment with broader policy objectives and opens opportunities for collaboration, funding, and technical support.
- Key reasons to engage include:
 - Policy Alignment: The province oversees legislation and programs that can directly impact community energy planning (e.g., land use, energy efficiency, municipal affairs).
 - Data Access: The province may hold valuable energy end-use and performance indicator data needed for monitoring and reporting.
 - Technical Expertise: Provincial ministries, rules and regulations, and protocols can offer guidance and resources to support implementation.
 - Collaborative Mandate: Alberta's approach emphasizes working with municipalities, Indigenous communities, industry, and other stakeholders to achieve shared outcomes.

How to Engage:

- Use existing relationships or networks to identify appropriate liaisons within the provincial government and its agencies.
- Utilize existing municipal advocacy channels such as the Alberta Municipalities and Rural Municipalities of Alberta to elevate local priorities and coordinate messaging. These associations provide a unified voice for municipalities and can help facilitate dialogue with provincial decision-makers.
- Engage manager-level staff in ministries including but not limited to Environment and Protected Areas, Energy and Minerals, Municipal Affairs, and Jobs, Economy and Trade. Focus on staff at the manager level or higher who are responsible for community energy, land use, or climate-related files.
- Ensure regular engagement through scheduled check-ins, updates, and invitations to participate in stakeholder committees or events.
- Clearly demonstrate how local actions contribute to provincial priorities, including emissions reduction, economic diversification, and innovation.

Energy Utilities

Why Engage This Stakeholder:

- Electricity, natural gas and thermal energy distributors are critical partners for plan implementation.
- In Alberta, their role is especially critical given the province's unique energy landscape and rapid transition toward cleaner energy sources.
- The province's market-driven electricity system enables rapid innovation and adoption of new technologies, contributing to the decarbonization of the grid. Many Alberta-based utilities have made public net-zero commitments, aligning with both provincial and municipal climate goals.
- Pincher Creek's plan creates a direct opportunity for utilities to support:
 - Distributed Energy Resources (DERs): Including solar PV, battery storage, and electric vehicle (EV) charging infrastructure
 - Infrastructure Planning: Municipal development data can help utilities anticipate future energy needs and optimize investments
 - Data Sharing: Aggregated energy end-use data can support inventories, mapping, and performance tracking
- [Demand side management \(DSM\)](#) is an untapped resource for Alberta's energy system, referring to new strategies that reduce or shift energy consumption, especially during peak demand periods

How to Engage:

- Leverage Existing Relationships: Utilities often have strong ties with municipal facilities departments, which can serve as an entry point if a dedicated community energy contact does not yet exist.
- Initiate One-on-One Meetings: Reach out to executive leaders, program staff, utility billing staff or energy and emissions planning contacts within utility companies.
- Establish Recurring Communication: Set up regular meetings to align on shared priorities, data needs, and project opportunities.
- Participate in Stakeholder Committees: Invite utility representatives to join formal stakeholder committees to ensure ongoing collaboration.

- Highlight Mutual Benefits: Emphasize how collaboration supports utility innovation, regulatory compliance, and customer engagement, while advancing local and provincial climate goals.

NGOs, Nonprofits & Community Associations

Why Engage This Stakeholder:

- NGOs, non-profits, and community associations can help implement plan measures and engage with community stakeholders and the public to advance the implementation of actions. These groups may be well positioned to measure and communicate the measurable impacts of plan implementation, as well as communicate the need for plan support with the provincial government.
- Community specific, grassroots groups may lack capacity but have deep local knowledge and influence.

How to Engage:

- Identify Local Partners: Use Alberta-specific tools like the MCCAC's [Climate Action Landscape](#) and the [Indigenous Climate Resilience Resource Hub](#) to identify relevant organizations and potential collaborators.
- One-on-One Meetings: Connect with executive directors and program staff to explore partnership opportunities and align on shared goals.
- Stakeholder Committee Participation: Invite representatives to join formal committees to ensure their perspectives and expertise are integrated into decision-making.
- Support Local Initiatives: Promote and collaborate on existing community programs that align with the plan's objectives.
- Event Participation: Encourage NGOs to participate in or co-host local events, workshops, and campaigns to broaden outreach and visibility.
- Highlight Co-Benefits: Work with these groups to communicate the broader impacts of the plan—such as community resilience, equity, and economic development.

Real Estate Sector (Developers, Homebuilders, Building Owners & Operators, Architecture Firms, Real Estate Agents)

Why Engage This Stakeholder:

- The real estate sector plays a pivotal role in shaping Alberta's built environment and has significant influence over energy use, land development patterns, and community design.
- Respond to Market Demand: There is a growing mismatch between the demand for energy-efficient homes and buildings and the current supply. Developers and homebuilders can tap into this unmet demand to grow market share while supporting climate goals.
- Cost Pressures on Building Operations: Building owners and operators are increasingly concerned about rising energy costs. Energy-efficient design and distributed energy systems can significantly reduce long-term operating costs per square foot.
- Smart Land Use Opportunities: Alberta municipalities are increasingly adopting [smart land use planning to reduce emissions from sprawl and car dependency](#). Developers can align with these efforts by supporting compact, mixed-use, and transit-oriented developments.
- Climate-Resilient Design: Real estate professionals can help integrate local hazard and risk data into development decisions—such as avoiding flood-prone areas and incorporating nature-based solutions—to enhance community resilience.

- **Demonstration and Innovation:** Pilot projects that showcase energy-efficient buildings, district energy systems, or integrated land use and transportation can build public and industry confidence in climate-aligned development.
- **Empower and Incentize Builders:** Smaller or locally based developers and builders may benefit from additional support—such as training, incentives, or technical guidance—to increase their capacity to deliver high-performance, climate-aligned buildings.

How to Engage:

- **Industry Outreach:** Connect through chambers of commerce, real estate associations, and professional networks to identify interest and build partnerships.
- **One-on-One Meetings:** Engage executives and staff—including those with engineering, architecture, and planning backgrounds—to explore opportunities and align on shared goals.
- **Regional Committees:** Invite participation in regional stakeholder committees to ensure industry perspectives are reflected in planning and implementation.
- **Support and Share Demonstration Projects:** Encourage and co-develop pilot projects that highlight energy efficiency, distributed energy, and integrated land use strategies.
- **Flexible, Performance-Based Requirements:** Provide non-prescriptive, performance-based standards and incentives that allow developers to choose cost-effective, context-appropriate technologies.
- **Policy Dialogue:** Facilitate discussions on updating building codes, zoning bylaws, and energy programs—including district heating and distributed energy resources—to ensure alignment with Alberta's climate and land use goals.

Local Business and Industry

Why Engage This Stakeholder:

- **Businesses and industries across Alberta** are key players in reducing emissions, improving energy efficiency, and supporting local economic development. Their operations, purchasing power, and influence on consumer behavior make them essential partners.
- **Energy Cost Pressures:** Many Alberta businesses—especially building owners and operators—are facing rising energy costs as a growing share of their operating expenses. Efficiency upgrades and distributed energy solutions (like rooftop solar or combined heat and power) can help reduce these costs and improve competitiveness.
- **Reduced Energy Consumption:** Industrial and commercial operations have unique opportunities to reduce energy use, optimize processes, and recover waste heat—contributing to both emissions reductions and cost savings.
- **Support for Community Goals:** Businesses can help implement community energy and climate plans by offering energy services, technologies, or incentives that align with local priorities. This includes promoting energy-efficient products, offering point-of-sale incentives, or participating in local retrofit programs.
- **Employee & Public Engagement:** Businesses can engage employees in conservation efforts, promote fuel-efficient commuting, and help raise public awareness about energy and climate solutions.
- **Economic Development & Innovation:** Alberta's clean technology and energy services sectors are growing. Supporting business-led innovation in energy efficiency, renewables, and circular economy practices can drive job creation and local investment.

- **Recognition & Leadership:** Local businesses that lead on climate action can be recognized through green business awards, digital badges, or ambassador programs—helping build brand value and community trust.

How to Engage:

- **Outreach:** Connect through local chambers of commerce, industry associations, and economic development offices to identify businesses interested in energy and climate initiatives.
- **One-on-One Meetings:** Engage business executives and staff to explore shared goals, identify project opportunities, and build long-term partnerships.
- **Stakeholder Committees:** Invite business representatives to participate in regional or sector-specific stakeholder committees to ensure their perspectives are reflected in planning and implementation.
- **Collaborative Projects:** Identify opportunities to co-develop or support demonstration projects—such as energy retrofits, solar installations, or waste heat recovery systems.
- **Recognition Programs:** Celebrate business leadership through green awards, digital recognition (e.g., “climate-smart business” badges), or ambassador programs that highlight success stories.

Academia (K–12 schools, post-secondary institutions, faculty, students, and research centres)

Why Engage This Stakeholder:

- **Energy Efficiency & Operations:** Schools and campuses can improve energy efficiency, switch to low-carbon fuels, and integrate small-scale renewable energy systems. These upgrades can reduce operating costs and serve as living labs for students.
- **Curriculum & Student Engagement:** K–12 schools can integrate climate and energy topics into the curriculum, helping students understand local challenges. Post-secondary institutions can engage students in applied learning, capstone projects, and community-based research.
- **Research & Innovation:** Faculty and students can contribute to studies, pilots, and engineering or planning projects that support implementation of local climate plans.
- **Community Leadership:** Academic institutions are often trusted community partners. Their visible leadership on climate action can inspire other sectors and help normalize climate action.
- **Workforce Development:** Colleges and polytechnics can help train the next generation of workers in energy efficiency, renewable energy, sustainable construction, and climate adaptation—supporting Alberta’s economic diversification and local economies.

How to Engage:

- **Leadership Outreach:** Connect with deans, department heads, and school administrators to explore opportunities for collaboration and alignment with institutional goals.
- **One-on-One Meetings:** Invite faculty and staff to individual meetings to discuss potential research partnerships, pilot projects, or curriculum integration.
- **Stakeholder Committees:** Include academic representatives on stakeholder committees to ensure education and research perspectives are reflected in planning and implementation.
- **Student Engagement:** Invite students to participate in studies, pilots, or community-based projects related to the plan. Offer internships or co-op placements where possible.
- **Recognition & Visibility:** Highlight academic contributions through awards, case studies, or public events that showcase innovation and leadership.
- **Leverage Alberta Networks:** Collaborate with Alberta-based initiatives like the [Campus Sustainability Network](#) or [Alberta Council for Environmental Education \(ACEE\)](#).

Neighbouring Communities

Why Engage This Stakeholder:

- Pincher Creek is part of the [Alberta SouthWest Regional Alliance](#). Other communities in this area may be interested in their own energy and emissions plans and projects.
- Align Regional Messaging: Promote consistent public messaging and educational opportunities.
- Share Resources & Infrastructure: In some cases, jointly procure infrastructure like EV charging stations or retrofit program delivery to reduce costs and improve coverage.
- Regional Partnerships: In some cases, it makes sense to partner on plan measures (such as promoting anti-idling, active and public transportation improvement programs).
- Avoid Duplication & Gaps: Coordinate efforts to avoid overlapping initiatives and ensure all communities are supported.

How to Engage:

- Administration connections: Engage the CAO, town clerk, or plan coordinator, in each neighboring municipality, with an invitation for a teleconference, and to participate in the stakeholder committee.
- Utilize Existing Peer Networks or Working Groups.
- Formal Agreements: Consider developing Memorandums of Understanding (MOUs) or joint action plans to formalize collaboration and clarify roles.

4.0 DATA AND KEY PERFORMANCE INDICATORS

4.1 Introduction

Monitoring and reporting on implementation can build ongoing support among elected officials, staff and community stakeholders. Precise, measurable, and defensible data, when presented on an ongoing basis, can increase the overall confidence and support of senior decision makers. When the plan is monitored on an annual basis, successes can be celebrated. This can, in turn, help build further support for the implementation process. The data can also provide frequent feedback loops to identify strengths and weaknesses, as well as possible course corrections, if applicable.

As outlined in the governance section, participants recommended that the data and key performance indicators be lead through the structure of the Municipal Energy Advisory Committee.

It is recommended to adopt a strategy for collecting data in order to monitor progress, measure key performance indicators, and report on energy and GHG reductions.

Participants were asked to identify some existing data sources, as part of the workshop:

- *Peaks to Prairies EV data*
- *Census*
- *Utility franchise reporting*
- *Gas stations/cardlock reports?*
- *AUC/AESO data*
- *Recently completed renewable/energy studies*
- *Tristan :)*

4.2 Key Tools

The options discussed during the third tabletop session, for tools that can be used, data sources, and key performance indicators, include:

1. **Look at the committee meetings, and reports from stakeholders and department heads.**
2. Use the [PCP Milestone Tool](#) for creating and updating corporate and community GHG inventories and for reporting the outcomes of plan measures to the FCM.
3. **Use QUEST Canada's [Smart Energy Communities Benchmark](#)** to measure your progress across all plan actions and advance implementation.
4. Use **Peer Networks** (like the [PCP Hub](#) or [Alberta Climate Leaders Staff Peer Network](#)) for connecting, knowledge exchange, and networking.
5. **Conduct surveys** for actions at the community level to determine how many households participate in anti-idling, clothesline programs, efficiency, heat conversion and purchasing EVs. Can also put on anti-idling surveys at school.
6. **Request data and information from partners**, through. aggregate energy use data and uptake in efficiency programs.

7. **Create a data dictionary and registry of sources.** Invite community partners to commit to annual data updates. This could be done via email, survey method, or via a web page with a simple reporting form and the ability to upload files.
8. **A dashboard** is used to display progress within key activity categories, along with a description of the status for each individual activity.

Participants discussed the merits, and the pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes			
Option	Pros	Cons	Decision
Option 1 - Look at the committee meetings, and reports from stakeholders and department heads.	<i>Tailored to community</i> <i>May lead to quicker action</i> <i>Can ask for specific data</i> <i>Can request "back up / paperwork"</i>	<i>Could be anecdotal</i> <i>Council can't directly gather data</i> <i>Prefer referenced material</i> <i>No established process</i> <i>Council members can't directly gather data</i> <i>Only hearing what/who is in the room</i>	No
Option 2 - Use the PCP Milestone Tool	<i>Outlines what data is required</i> <i>Data easier to gather</i> <i>Established equations</i> <i>Accurate data</i> <i>Good data</i>	<i>Overly data heavy and sciency</i> <i>Some data is not available in small municipalities</i> <i>Need to interpret data</i> <i>Can sometimes be over people's heads</i> <i>Capacity</i> <i>Anecdotal</i>	Yes
Option 3 - Use QUEST Canada's Smart Energy Communities Benchmark	<i>Already established benchmarks</i>	<i>All criteria may not apply to this community</i> <i>Need more funding!</i>	Yes

Option 4 - Peer Networks (i.e. Alberta Climate Leaders Staff Peer Network)	<i>Like the idea of bringing in external "experts"</i> <i>Networking is great!</i> <i>Good idea</i> <i>Can learn from others!</i>	<i>Need others to engage, can be challenging</i> <i>Less local context</i>	Yes
Option 5 - Conduct surveys or challenges	<i>Local feedback</i> <i>Prize or utility bill credit to drive engagement</i> <i>Fortis commits to a free solar array for the winner!</i>	<i>Only as good as those who answer</i> <i>Very hard to get responses</i> <i>May require feedback to community</i> <i>Community fatigue</i> <i>Response bias</i>	No
Option 6 - Request data and information from partners	<i>Often well written</i> <i>Community members already do existing tracking – can provide insights</i> <i>Success stories is a great promotional angle</i> <i>Fortis annual report on new solar connections</i> <i>Submetering project at Annex (?), or other building operators for their information</i> <i>Can offer a variety of information</i> <i>Look for community-wide information – Fortis</i>		Yes
Option 7 - Create a data dictionary and registry of sources	<i>Economic Development sales pitch of community</i> <i>Builds community collaboration across a broad range of agencies</i>	<i>Need buy-in from all parties</i> <i>Someone has to collate the info</i>	No

	<i>Great marketing tool</i> <i>Precedent in a social services context – invite community to voluntarily participate</i>		
Option 8 - A Dashboard	<i>People like pretty, easy to read, things</i> <i>Can be motivating</i>	<i>Complicated to set up</i>	Yes - see connection with communications strategy

4.3 Key Data

The community should determine whether to obtain data for GHG Inventories, as well as plan implementation progress, and energy mapping.

4.3.1 For Updating GHG Inventories

A consistent methodology is particularly important for primary indicators, such as energy use and GHG emissions, as a range of methodologies can be used to create an emissions inventory. Inventories should be consistent with the methodology used. The GHG inventory can be compiled using the same spreadsheet as the baseline inventory, with a third party contractor or software service or using the [PCP Milestone Tool](#). If rigorous data is difficult to obtain, try developing assumptions. Be explicit about any assumptions made in the monitoring and reporting process. The process of gathering data and monitoring KPIs should be embedded into the work plans of key staff, and in the terms of reference of the stakeholder committee.

The [Alberta Climate Leaders Explorer Tool](#) creates draft energy & emissions inventories for any local government in Alberta, and allows users to conduct simplified modelling to see the effectiveness of implementing actions to meet GHG reduction targets.

Electricity and Natural Gas: For municipal, residential, and commercial emissions and energy costs, the best sources are utility consumption data for electricity and natural gas. This data can be requested by contacting your account manager with each utility. You may also want to request information on how many households and businesses took advantage of efficiency programs and what the resulting total energy and GHG reductions are. Local stakeholders can also report on energy and GHG emissions reduction, for instance, from improving efficiency and integrating clean energy.

Waste Emissions: For waste emissions, you can use the methane commitment model using the total tonnage of waste landfilled and information on waste composition. This is option four in the PCP tool for calculating waste emissions. The total amount of landfilled waste can of course be provided by the municipality's waste manager and waste department or the regional waste commission. Waste

composition data can be obtained through waste surveys, or default values can be used. Default values are listed in the [PCP Protocol](#).

Transportation emissions are a bit more challenging, but there are a few ways to calculate it.

1. Estimate annual GHG emissions based on the total kilometers traveled by vehicles within the community, taking into account vehicle fuel efficiency for each vehicle class. This is the most accurate and recommended approach. Total vehicle kilometers traveled within the community can be calculated using traffic counts and transportation modeling (if available), or by estimating the number of vehicles in the community and the average distance traveled per vehicle. The latter sources can come from the provincial ministry of transportation or Statistics Canada.
2. Estimate GHG emissions based on the amount of fuel sold at fueling stations within the community. Data on fuel sold within the municipal boundary can be obtained from fuel dispensing facilities or distributors. Fuel data must be broken down by vehicle class, such as light or heavy duty vehicles, and fuel type, including gasoline or diesel. If fuel sale data is not available according to vehicle class, it can be estimated based on total fuel sales and vehicle registration data for each vehicle class. If data is only available at the regional scale, it can be scaled down using scaling factors such as registration or licensing data. Fuel data is more inaccurate though, since fuel could be purchased in the municipality but then burned outside the municipality, and fuel could be purchased elsewhere but burned within the municipality.

4.3.2 For Monitoring Progress on Plan Implementation

Consider providing a formal annual opportunity for the plan coordinator and community stakeholders to share measurable progress. For example, hold a year-end stakeholder committee session and release a request for information. Progress reports and results can be presented in the form of ongoing KPIs (such as the number of energy efficiency retrofits and the amount of kilowatt hours and gigajoules reduced), or secondary performance indicators. Alternatively, they can be presented in the form of anecdotes, such as short case studies highlighting successes, new programs or actions. Meaningful engagement such as this can unlock other opportunities and strengthen the value of the plan.

QUEST Canada's Benchmark Assessment Tool, has helped communities understand where they stand relative to Canadian best practices in energy and emissions planning. The tool evaluates the policies, processes, plans, and projects of local governments and utilities in the context of energy and emissions planning. This qualitative, implementation-focused tool serves as a baseline step in a community's net-zero journey, enabling them to track growth and identify opportunities over time.

The Pincher Creek Region was benchmarked in 2024 and will be re-benchmarked 2025, and the town will retain access to the SEC Benchmark for tracking progress and continuous improvement.

4.3.3 For Energy Mapping

An energy map illustrates spatial information about energy end use in a community over time. It can visually identify opportunities for reducing energy use, such as targeted energy efficiency programs,

opportunities for shifting modes of transportation, including transit projects, potential sources of energy such as solar and biomass, and opportunities for distributed energy resources, including district energy systems). A map can illustrate energy end use or energy intensity, related GHG emissions, renewable resource potential (wind, solar, biomass), and potential reductions from implementing measures.

Consider the following when developing an energy map:

- Before developing an energy map, consider the overall objectives of your plan. Use the energy map as a strategic tool to illustrate opportunities to achieve those objectives.
- Many energy data providers may not provide parcel-level information due to privacy constraints, though parcel-level data is often not needed to illustrate energy opportunities in your community. Consider developing a map at a postal code scale. If possible, identify energy intensity by land use type, by building type, or by hectare or m².
- Maps should include key roads and buildings to help viewers orient themselves, and labels for key identifiers.
- Consider developing a variety of maps to illustrate energy use in buildings and transportation.
- Energy maps can be presented to stakeholders and the public for planning and education.

Participants discussed the merits, and pros and cons of each option above. Discussion points and the resulting recommendation are as follows:

Discussion Notes		
Option	Notes	Frequency
Option 1 - Update GHG Inventory	<i>Corporate vs community update?</i> <i>High-level update based on annual inputs could be easy to do yearly</i> <i>Need consistency with methodology (raw data)</i> <i>Needs to be contracted out, ideally with funding</i>	3 years
Option 2 - Request for Info & annual meeting	<i>Electricity, natural gas, wastewater flows, water flows, landfill, gas and diesel sales</i> <i>Total population</i> <i>Energy use per tax dollar – way to track industry coming in?</i> <i>Energy per local job?</i>	<i>Develop a work plan aligned with these updates</i> <i>Offset from GHG inventory with rotating schedule</i>

Option 3 - QUEST's Smart Energy Communities Benchmark	<i>This document is easy to break down into smaller chunks.</i>	3 Years
Option 4 - Energy mapping to visually identify opportunities for reducing energy use		3 years

For all 4 options, work is to be led by David, with guidance from the committee and contractor support.

4.4 Key Performance Indicators

Energy and emissions plans can deliver wide-ranging benefits—economic, environmental, health, social, and climate resilience. To track progress and demonstrate impact, it's essential to establish clear, measurable, and cost-effective key performance indicators (KPIs).

Municipalities should aim to report annually on core indicators such as energy use, GHG emissions, and other relevant metrics. While many corporate indicators are already tracked internally, community-wide data can be more challenging to obtain. Collaboration with local utilities and community partners is critical to gather data on energy consumption, emissions reductions, and program participation.

As Pincher Creek implements its plan, a focused set of KPIs should be monitored annually. These indicators will help assess progress, guide decision-making, and communicate results to the public and stakeholders. The data can be used to create a report card of KPIs, across sectors including residential, commercial, industrial and transportation. The indicators can include:

- Amount spent on corporate, and community energy, annually
- Amount saved through corporate, and community efficiency measures
- Amount of corporate, and community GHGs (CO₂ equivalent) reduced
- Change in total ton of GHGs, three-year average and year over year
- MW of clean energy produced, three-year average and year over year
- Number of partners or stakeholders engaged
- Number of actions achieved in the plan
- Other local co-benefits, such as improved air quality and more active population
- Number of expanded access to public transit for low-income residents

There are also key performance indicators for each of the actions identified. These can include success stories, annual progress reports, and data from community partners. Indicators relate to:

- Environmental benefits (GHGs)
- Economic development and financial benefits
- Land use and development
- Transportation
- Waste reduction

- Distributed energy resources
- Water conservation
- Others

It is recommended to **develop an annual report card to track and communicate progress using key performance indicators (KPIs) across all sectors (as detailed below)**. This tool should highlight measurable outcomes - such as energy savings and GHG reductions - and translate them into relatable metrics, including dollar savings.

Incorporating the report card into the community's communications and outreach strategy can help build public awareness, demonstrate accountability, and celebrate progress. It also provides a consistent, transparent way to engage residents, businesses, and partners in the implementation of the plan.

Participants discussed the merits, and pros and cons of each KPI. Discussion points and the resulting recommendation are as follows:

Plan Action Types	Key Performance Indicators	Decision	Data Sources & Notes
Energy efficiency: For example: residential and commercial efficiency retrofits, clean energy conversion (heating) and LED.	Identify the amount of money spent on energy and compare it to the amount saved through community efficiency programs.	NO	<i>CEIP Data (per capita CEIP results, averages)</i> <i>MD Energy Program</i> <i>Fortis, Chief Mountain, Apex, Co-op Gas, Cardlocks</i>
	Analysis of where energy spending goes (local, provincial, abroad).	YES	
	Total savings associated with energy efficiency and conservation measures and change in energy use (total and per capita as a three-year average and changes year over year). This also requires building age data.	YES	
	GJ (energy) and GHG reductions for each action.	YES	
	Residential, commercial, and industrial success stories.	YES	
	# of households/businesses engaged (e.g. LED lighting, efficiency retrofits, clothesline). # of rebates given (e.g. LEDs) for measures that qualify for incentives from utilities and/or distributors	YES	

Water conservation For example: clothesline program	Total and per capita water use; percentage change (three-year average and change from year to year).	YES	<i>Hard for rural users but Hamlets could be tracked by water meter.</i> <i>Town and MD Ops Depts</i> <i>Provincial monitoring.</i>
	Water metering and peak demand reduction (number of participants).		
Distributed energy resources For example: rooftop solar, community solar farm or wind farm, clean energy conversion (heating), and district heat.	Spending on local distributed energy resources such as solar PV, solar heating and CHP.	YES	<i>Low density living makes it hard</i>
	GJ or MW of clean energy produced	NO	
	Number of households and businesses engaged in clean energy generation programs	YES	
	Number of households installing heat-pumps.	N/A	
	Residential, commercial, and industrial success stories.	N/A	
	Annual load of district heat subscribers, seasonal load requirements and estimated GHG reductions and offset.	NO	
Land use For example: green spaces, green energy zones, redeveloped brownfields.	Development footprint, including change in the area (km ²) of developable land and area zoned as non-buildable, or green space, or green energy zone, three year average and year to year. Use density measure instead.	N/A	<i>Development Departments</i> <i>Industrial land use percent changes (transmission/wind/solar)</i>
Transportation For example: idling and fuel efficient driving initiatives; encouraging uptake in fuel efficient, compact, or electric vehicles; active transportation initiatives	Number of vehicle owners not idling and reduced idling time.	NO	<i>Could ask AMA or CARFAX</i> <i>AB Transportation Traffic Count Dashboard</i> <i>Registries</i>
	Annual average daily flow of traffic (vehicles per day).	NO	
	Number of vehicles from outside coming into the community		
	Number of vehicle kms/trips reduced.	NO	
	Number of EVs purchased and registered in the community. This can be tracked through provincial statistics,	YES	

	and by offering discounts at dealers for home charging units.		
	Number of fuel efficient vehicles purchased and registered in the community, replacing older vehicles. This can be tracked through provincial statistics, or by offering a discount at dealers for people willing to provide data.	YES	
	Ridership on public transportation and transit ridership per capita.	NO	
	Kilometres of bicycle lanes constructed or dedicated; number of users cycling for utilitarian purposes.	NO	
	Pedestrian counts.	YES	
	Number of expanded access to public transit for low-income residents	NO	
Waste E.g. organic waste diversion	Quantity of waste recovered, diverted, or recycled; tonnes of organic solid waste diverted from landfill.	YES	<i>Landfill</i>
Air quality	Baseline studies on air quality and number of days with poor air quality.	N/A	<i>AQHI Monitoring (Yes)</i> <i>Alberta Health</i> <i>Tracking already done for industry</i> <i>NRC had an air quality pilot. Grant covered smart city devices.</i>
	Ground-level ozone criteria hours exceeding 50 ppb.		
	Annual average sulphur dioxide concentration.		
	Annual average nitrogen dioxide concentration.		
	Annual average inhalable particulate matter concentration.		
	Hospitalization rate for respiratory illness per 100,000 people, and associated health care costs.		
	Number of houses heating with wood (EPA certified stove), and a sustainable wood source. Check with insurance companies.		

Economy	Total savings associated with energy efficiency and conservation measures and change in energy use (total and per capita as a three-year average and from year to year).	NO	<i>Property tax assessments</i> <i>Post-secondary program enrollment (in sectors related to energy efficiency, clean energy, and clean technologies)</i> <i>NAICS codes</i>
	Unemployment rate and percentage change.	NO	
	Number of jobs created in sectors related to energy efficiency, clean energy and clean technologies.	YES	
	Number of businesses with environmental certification such as LEED or CBIP.	NO	
	Real median income. This reveals whether purchasing power is increasing or decreasing relative to inflation.	NO	
	Change in property values.	YES	
Satisfaction	Decision trust: surveyed feeling among residents that local decision-makers have the best interest of the community in mind most or all of the time (percentage and change).	NO	<i>Keep surveys to 8 questions or less</i>
	Decision-input: surveyed satisfaction among residents with opportunities to provide input to community decision-making (as a percentage).	NO	
	Surveyed satisfaction rate. For example, with active transport improvements and community energy projects.	NO	
Other actions and notes	Industrial tax revenue/Industrial land area	YES	<i>Example: Municipal Property Tax Data, Annual Report, Budget Statements, Municipal zoning, etc.</i>
	Business license related indicators	YES	

4.5 Quality Control Measures

When collecting and integrating data for updating the GHG inventory, CEAS implementation progress, or energy mapping, consider the following measures to ensure quality control:

- Create a data dictionary and registry of sources (MetaData).
- Have partners commit to provide annual updates to the city for monitoring purposes.
- Check sample input data for errors. Clarify data questions with providers.
- Check the assumptions for methods and data. For example, they are documented.

If using internal spreadsheet software to track data:

- Identify spreadsheet modifications that could provide additional controls or checks on quality.
- Ensure that adequate version control procedures for electronic files have been implemented.
- Check where emission units and conversion factors are properly labelled.
- Check that conversion factors are correct (e.g. kWh to GJ, CO² coefficients).
- Check the data processing steps (equations) in the spreadsheets.

5.0 PLAN (CEAS) ACTIONS: IMPLEMENTATION STRATEGIES

During the Implementation Workshops, participants engaged in an Action Prioritization exercise. As pre-reading for this exercise, participants were provided with a Summary of Priority Actions document, which included a list of actions derived from previous NCA activities. This Summary document and complete list of actions is attached in Annex 7.

The objective of the Action Prioritization exercise was to provide participants with an opportunity to further prioritize the most important actions for their organization, align internally on top priority actions, and discuss next steps to support with implementation (i.e. lead, timeframe, cost, strategic direction, and whether the action needs a study, funding, or supporting policy).

During the exercise, the participants identified that actions should be prioritized based on the following parameters:

- **Demonstrating value:** With multiple competing priorities and limited resources, demonstrating the value of actions is a high priority. Demonstrating that projects have a good return on investment, that they use limited resources effectively, and that they also have energy efficiency benefits is a key consideration for prioritizing and implementing the actions within the Plan.
- **Funding:** External grant funding is a critical first step to gain support for implementation. Find opportunities to communicate with decision makers that external grants are cyclical and not always available, and that integrating funding for energy efficiency into internal operating budgets will ensure sustained, long-term advancement of these actions.
- **Communication:** All actions have the opportunity to integrate a communication aspect to demonstrate the benefits to the community. Decision-makers respond well when value to the community can clearly be demonstrated.
- **Scale:** The discussion also focused on prioritizing actions that were scaled appropriately to the size and context of the community.

Discussion:

Participants engaged in a discussion on specific objectives or measures in the Town and MD of Pincher Creek's plan, answering the questions:

- Which actions are of **most interest**?
- What are some **early actions**? (i.e. easy to implement right away)
- What are some **long-term actions**? (i.e. require more in-depth planning, budgeting, or collaboration with other team members)
- Do these projects require **further study or funding**?
- Do these projects require **council support**?
- Who **leads** on these actions? Who can we **partner** with on these actions?
- Are there any other **needs or gaps**? What comes next?

Here is a summary from the discussion and the action items identified:

Action Types	Actions	Notes
Energy Efficiency	Phase out and redevelop aging infrastructure	Ice Arena Structure study already approved from Council to assess longevity of the facility. Will be a decision point on retrofits and renovations or end of life and new greenfield planning. Both outcomes present opportunities for energy efficiency. Other priorities may conflict with energy efficiency: stakeholder use, user comfort (thermal), scheduling, staff needs, etc. These co-benefits can be integrated into the conversation. • Action: Based on the results of the study, identify funding opportunities to present to Council. • Action: Consider a needs assessment to map out a list of top priorities and find solutions that address multiple needs & result in co-benefits. Engage with community groups and the public who use the site. Develop a one-page document of high-level key considerations needed for project planning. Energy Efficiency in MD Facilities From the MD perspective, aging facilities (PW Office/Shop) require more study in 1-3 years to prioritize development of new buildings vs. retrofitting. Same would apply to Community Hall (community building) for example - need more formation and further studies for older buildings. • Action: Additional information and further study is needed. Low hanging fruit for energy efficiency municipal wise mostly tackled. Funding required for deeper retrofits. Additional Facilities for Consideration: MD Library, Town Office (Southwing), horse arena/community hall.
	Energy efficiency audits & retrofits on municipally-owned buildings	Energy efficiency may have a negative connotation in the community. Consider framing energy efficiency as part of buildings becoming more efficient as a whole (making more effective use of energy & financial resources). Consider the audience when communicating about 'energy efficiency'. Lundbreck School

		● Action: Initiate conversations with the school division around an energy efficient new school build and/or utilization or old school site. Municipal costs for infrastructure to new school will need to be considered (roads, water, sewer) Hack to Hack efficiency upgrades: Curling retrofits which could reduce cooling needs, while also supporting user comfort and maintenance needs ● Action: Educate user groups on available programs and opportunities. Fortis Save Energy Grants ● Action: Stay aware of new technologies and ongoing external funding. Action: Prompt the grant specialist on upcoming priority projects (3-5 years) and utilize the grant specialist more effectively (proactive vs. reactive approach to finding funding). Bring the grant specialist in much sooner on in the process to proactively respond to key priorities. ● Municipality to initiate work with grant specialist (i.e. Share annual budgets of 5-year capital plan) Recent wins: Window replacement at Labelle Mansion is on track to take place in 2025. RCMP Building sold for private sector conversion to apartments, including insulation and roof efficiency upgrades. Fall 2025.
	Residential energy efficiency retrofits in older neighbourhoods through CEIP	Action: Continue the Clean Energy Improvement Program, including: ● Education campaign on impact ● Champions to act as a spokesperson, case studies, success stories etc. ● Targeted outreach to specific neighbourhoods (i.e. Lundbreck) ● Hand holding is needed to get applications in. Additional support is needed in the project process. Resource program appropriately to offer support. ● Leverage the new portal application system and make use of support from the CEIP team. Kambo Energy Group

		- Home upgrades for low income home owners. Work completed directly by the program (7 applications, 2 were selected for a total of \$20,000 in upgrades). The process worked well as an opportunity for equitable participation in programs. Action: Learn from this process as an opportunity for the municipality to take on. Showcase the impact of these projects. - If funding is on the table, programs like this are very valuable for the Town to offer. - Cons: local contractors may struggle to compete with bigger service providers.
Waste & Renewable Heat	Waste heat from Arena	Outcomes of the forthcoming arena structural assessment might consider utilizing waste heat at the arena for the pool. Could consider a renovation plan.
Renewable Power	Measuring the GHG impact of clean energy conversion	Fortis can provide info like microgeneration stats (at a high level). An annual report is already issued through the franchise agreement. Action: Track yearly consumption (electricity and natural gas) of the entire community to measure impact year to year. Engage with Fortis to secure additional data.
	On-site or rooftop solar installations	Solar installers are available CEIP program connection - 5 completed or underway in Year 1, other applications in the queue. Uptake has been moderate Solar is increasing in Pincher Creek - 12 new projects approved
	Wind energy	Renewable power makes up a large % of the municipal tax base for the MD. New provincial regulations are unclear on applicability of new limits on the repowering of sites. Several sites are reaching end of life, but repowering guidance is also not being provided to industry. Action: Establish a coalition request for information: TransAlta, Town, and MD to inquire on repowering sites as a united front to communicate plans for the future. Continue to explore other technologies. Dramatic decrease in social acceptability within the region - but repowering is preferred over new development. Action: Communicate these findings to the provincial government.

		Microgen wind: There are some small projects in the region. However there are limited providers for equipment/component manufacturers.
	Renewable natural gas	Increasingly important if wind development is slowing down
Land Use & Transportation	Brownfield redevelopment	Analysis of brownfield sites is underway - looking to increase value vs current process intensively approach There is a need to streamline the current development pathway. For community-minded sites, aggregate smaller sites into a singular development process, allowing optimization of smaller spaces. ● Action: Explore a Renuwell style project
	Green infrastructure in new developments	Incentize or encourage, not require, when working with developers. Consider impacts on affordability - balance appropriately Climate risks lens - integrate climate resilient planning in new developments
	Expanding availability and types of housing options	The Town is revisiting the Land Use Bylaw to allow for 6 categories of secondary suites. Still needs to be passed. Actions: ● Continue public communication about the opportunity for secondary suites (trade fair, posters). ● Leverage expanded Housing Committee to promote housing opportunities and engaging with developers. ● Provide information to Council on secondary suites. ● Identify sites for further densification/secondary suites/redevelopment of empty lots (Lundbreck, Pincher Station) Pincher Creek Foundation Housing Program ● Action: Clarify expectations around Pincher Creek Foundation and their portfolio. Town and MD could support them to increase their portfolio. ● Action: Ensure that energy efficiency retrofits are also part of the conversation with the Foundation's portfolio.
	Public awareness campaign and retrofit program to	Water conservation is very important and initiatives are underway. Through Culture and Rec Department: Communities in Bloom, Pincher Planters. ● Action: In response to questions, bring in someone to sell

	promote water conservation	rain barrels to the community (low-hanging fruit) • Action: Connect with grant specialist for any funding opportunities to support this style of program for the Town and/or MD • Action: Leverage previous successful experience with rain barrel sales & low-flush fixtures (bulk purchase and selling through re-use fair, Co-op purchases) • Action: Learn from peer communities (i.e. Town of Okotoks). Other measures are also of interest (low-flower showerheads, low-flush toilets) but rain barrels are most achievable. Start with rain barrels and expand as needed.
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6.0 CONCLUSION

This report summarizes the recommendations and feedback gathered during the May 2025 workshops. It also provides practical tools and templates to support the advancement of plan actions, stakeholder engagement, public communication, and performance reporting.

As presented below, workshop participants provided feedback and insights, which can guide Pincher Creek in implementation. Next steps are also suggested, combining the work done in the NCA by Pincher Creek to finalize a community energy and emissions plan.

Participant Takeaways

The workshop surfaced a range of thoughtful reflections and practical insights that can help shape the next phase of planning and implementation, including:

Collaboration & Regional Alignment

- Strong appreciation for cross-sector collaboration and bringing together Town and MD perspectives.
- Participants valued the opportunity to align on a collective regional vision and share insights from different sectors.
- The workshop model, the plan, and actions was seen as replicable for other communities in the southwest region of Alberta.

Learning & Existing Efforts

- Many participants gained a new understanding of regional challenges and work that was happening within silos.
- There was recognition of the significant work already underway.
- Listening to past efforts helped build momentum and context for future planning.

Communication Strategies

- Communication should focus not only on methods and frequency, but also on content—framing messages around climate risk and resilience, and being transparent about regional responses to extreme weather.
- Messaging can highlight the long-term benefits of climate action, including economic development and regional growth.
- Communication efforts must be scaled to the capacity of the Town and MD, favoring low-effort, long-lasting materials over resource-intensive approaches that require frequent updates.

Barriers & Challenges

- A major barrier identified was the lack of a clear champion to lead the work.

- Concerns were raised about capacity, especially during election years, and the risk of rushing the process.
- Resourcing and budget limitations were common concerns.

Opportunities & Strategies

- Suggestions included forming committees and leveraging existing partners and stakeholders to share the workload.
- Communication strategies that don't rely on a single champion were proposed.
- Opportunities to connect the work with economic development grants and other funding sources were highlighted.

Planning & Implementation

- Participants emphasized the importance of having a clear plan to understand how various stakeholder roles fit together.
- There was interest in using helpful and accessible data to support communications and engagement.
- The tone of the workshop was future-focused and positive, with optimism about Pincher Creek's leadership.

What is Next?

To move from planning to implementation, the region is encouraged to take the following steps:

1. Formalize the Community Plan

- Use the *Energy Mapping & Action Planning Recommendations Report* to develop a formal community energy and emissions plan.
- Use this *Implementation Recommendations Report* to prioritize actions, establish a governance structure, select communications strategies, and outline KPIs.

2. Establish Governance and Committees

- Present governance structure recommendations to Councils for review and approval.
- Restart the Municipal Energy Advisory Committee. When needed, form other internal and external committees with clear Terms of Reference to guide implementation, coordinate efforts, report on KPIs, apply for funding, and support outreach.
- Appoint co-chairs and hold inaugural meetings. Schedule committee meetings over the implementation period.

3. Build Regional Collaboration

- Engage neighboring municipalities and communities to identify shared priorities and explore joint projects (e.g., public education, anti-idling campaigns, energy efficiency programs, clean energy generation).

4. Secure Funding

- Identify and apply for funding to support staffing, committee coordination, plan implementation, communications, and public education. Potential funders include utilities, FCM, and federal/provincial programs.

5. Implementation Planning

- Develop an annual budget aligned with priority actions and studies. Include funding requests in municipal budgets and prepare proposals where needed.
- Initiate studies or pilot projects as outlined in the implementation timeline. Use results to inform full-scale community or capital projects based on feasibility.

6. Advance Policy and Program Alignment

- Bring policy recommendations to Councils as identified by committees or within action strategies.
- Align with existing programs offered by utilities, FCM, and other government bodies to leverage incentives and support for energy efficiency, clean energy, transportation, and education initiatives.

7. Monitor and Report Progress

- Create and establish annual data collection processes for KPIs. Request stakeholder contributions to support community-wide reporting.
- Share results with the community through an annual report card and ongoing outreach aligned with plan actions and the adaptation strategy.

8. Continued Learning and Improvement

- Consult MCCAC's Resource Library: A one-stop-hub of information, resources and data to help Alberta municipalities plan and implement climate change mitigation and adaptation solutions. [Resource Library | MCCAC](#)

7.0 ANNEXES

ANNEX 1: Template Terms of Reference for internal and external committees

Internal and Staff Committee Terms of Reference

Co-chairs: TBD

Objective: The objective of the Community Energy and Emissions Plan (CEAS) staff committee is to bring together municipal professionals (across departments) to ensure advancement of the CEAS. This committee would involve municipal staff, council representation, representatives of neighboring communities and regional services and partners. The committee chair will interact with the regional coordinator, the external advisory committee, and report to Council.

Scope and issues to be addressed. The staff committee will:

- Stay current on urban and rural energy-related matters pertaining to community energy and climate change impacts and science and adaptation measures. Specifically in a municipal context.
- Exchange knowledge, identify and address issues, and facilitate the advancement of actions in the CEAS, and climate change adaptation plan and climate resilience.
- Support community outreach and communications efforts, such as communication with municipal staff.
- Provide support for stakeholders, make policy recommendations, and develop funding applications.
- Address issues brought up by the membership as they arise.
- Gather data to help report on CEAS progress and GHG reductions, as well as on climate change adaptation.

Expectations: This committee recognises that roles and responsibilities will vary depending on the nature of the project or topic being discussed. Time commitment will also vary, but generally involves:

- Quarterly or monthly teleconferences or meetings, minutes compiled.
- Sub-committees, such as mitigation vs. adaptation, or action and policy specific.
- Consultations as needed, through community stakeholders or fund providers, for example.
- Assist with policy recommendations and funding applications for new projects.

Participation: Led by the chair, the staff committee will have representation from: Departments TBD, as well as representation from neighboring communities, regional services and commissions.

Objectives: Priorities identified by the working group include:

1. Advancing priority actions as part of the implementation of CEASs, climate change adaptation, and resilience plans.
2. Support internal activities such as planning and policy efforts and communications.
3. Launch studies and pilots, where needed.
4. Gather and report data and KPIs.
5. Attend other business announcements and new funding as they arise.

Meeting Schedule in [year]: TBD during inaugural meeting (suggested monthly, then quarterly)

Stakeholder Advisory Committee Terms of Reference

Co-Chairs: TBD

Objective: The objective of the CEAS stakeholder committee is to bring together community stakeholders to ensure advancement of the CEAS.

Scope and issues to be addressed. The CEAS Stakeholder Committee will:

- Stay current on urban and rural matters pertaining to community energy and emissions planning, climate change impacts and science and adaptation measures, in a municipal context.
- Exchange knowledge, identify and address issues, and facilitate the advancement of actions in the CEAS, and the climate change adaptation or resilience plan.
- Act as a central resource for information gathering and sharing, and foster knowledge exchange.
- Gather data to help report on CEAS progress and GHG reductions, as well as climate change adaptation (KPIs).
- Support community outreach and communications activities.
- Make recommendations for programs, projects and policies.
- Collaborate on funding proposals and partnerships to deliver actions.
- Launch studies and pilots where needed.

Expectations: This committee recognises that roles and responsibilities will vary depending on the nature of the project or topic being discussed. Time commitment will also vary, but generally involves:

- Quarterly teleconferences or meetings, minutes compiled.
- Creating sub-committees (such as mitigation vs. adaptation, or action and policy specific).
- Consulting community stakeholders or fund providers, as needed.
- Discussing policy recommendations and new projects and funding applications.

Participation: The stakeholder committee will have representation from a diversity of organizations that are interested in engaging in activities related to the CEAS. This may include:

- Energy Utilities such as ...
- Energy service and tech providers
- Real estate developers
- Non-profit organizations such as ...
- Provincial Government
- Academic institutions

Objectives: Priorities identified by the working group include:

1. Sharing and discussing strategies for advancing actions as part of implementation of the CEAS, and emissions reduction plans along with climate change adaptation and resilience plans
2. Gathering and reporting data and KPIs
3. Engaging in peer-to-peer exchange
4. Attending other business announcements, new funding and partnership developments.

Meeting and all Schedule: Suggested quarterly, or bi-annually.

ANNEX 2: Skills Needed and Job Description Template

Skills and Credentials a Dedicated Staff Person Could Have:

Knowledge and Skills of the Designated Staff Person

- Communications, stakeholder and community engagement
- Project management and facilitation
- Leadership, change management, strategic planning
- Familiarity with local government processes and legislation
- Policy and program development
- Energy literacy, knowledge of sustainability practices
- Quantitative data analyses (spreadsheet software)
- Mapping (geographical information system software)
- Business case development, feasibility and financial analysis

Academic Credentials and Certifications

- Degree in planning, public policy, engineering, sustainability, environmental science, resource management, business, and communications
- Registered Professional Engineer or Planner, member of the Canadian Institute of Planners
- Certified Community Energy Manager (CCEM) or Certified Energy Manager (CEM)
- Registered Engineering Technologist
- LEED Professional Accreditation (LEED AP)
- Project Management Professional (PMP)

Sample Job description, *based on Region of Waterloo, Ont.*

Full Time Temporary (three-year contract)

The Community Energy Program Manager (CEPM) is responsible for implementation of the Community Energy Investment Strategy (CEIS) for the Waterloo Region, a collaborative undertaking by the region, area municipalities, and local electric and natural gas utilities.

The ideal candidate will provide leadership and coordination for the program, and serve as a champion for community energy investment projects. Specific roles include business plan and budget development, partnership facilitation, stakeholder engagement, promotions and awareness-raising (campaign and event organization), project initiation and support, grant application coordination, program monitoring, and progress reporting.

Key Responsibilities

Program Management: Develop annual work plans, with prioritized actions and budget implications, for approval by the governance committee. Work with partners and stakeholders to implement. Monitor, evaluate progress, and provide update reports.

Support Projects: Promote, develop, and assess (from a technical and business perspective) project plans and proposals for key community energy initiatives involving multiple stakeholders. Coordinate discussions, and assist with solidifying commitments and securing resources.

Report and advise: Prepare and deliver briefing materials, data reports, and presentations for governance committee approvals. Provide strategic advice and recommendations on issues involving multiple levels of consideration, impacts, and stakeholders.

Build Relationships: Establish and maintain relationships with key stakeholders and project partners, including all levels of government, the private sector, not-for-profit groups, and industry organizations. Support the development and negotiation of agreements with federal, provincial, municipal, private, and non-government organizations.

Community Engagement and Support: Raise energy awareness through targeted outreach, education, and by providing technical and business expertise. Work proactively with partners and stakeholders to advance community energy goals, and to coordinate communication efforts.

Research: Conduct research and studies, such as industry sector trends, development strategies, funding sources and programs). Synthesize information to support and inform CEIS. Determine and recommend the best course of action in response to challenges and issues.

Desired Credentials (related knowledge, skills, and abilities)

- Minimum undergraduate degree in a relevant field such as engineering, environment science and studies, business and administration graduate degree in same or the Certified Energy Manager (CEM) qualification is considered an asset
- 5–8 years of relevant work experience
- Combined technical (energy or engineering background) and business skill sets
- Understanding of and familiarity with:
 - Systems design thinking

- All aspects of energy (electricity, natural gas and transportation fuels) and greenhouse gas emissions
- Community energy and emissions planning and energy management principles
- The opportunities and challenges associated with distributed generation and renewable energy implementation
- Facility energy efficiency projects and audits impacting energy and fuel consumption
- Energy conservation and demand side management principles, programs and incentives
- Successful track record of program management and implementation and partnership development, including experience leading initiatives with multiple stakeholders and competing interests
- Demonstrated ability to facilitate multi-stakeholder committees and discussions towards progressive action
- Proven expertise in developing innovative ways of engaging, influencing, and working with the community
- Effective written and verbal communication skills, particularly in terms of presenting and reporting to decision-makers
- Applied research and data analysis skills using qualitative and quantitative methodologies to create and evaluate briefing materials, performance metrics, and project recommendations
- Familiarity with municipal processes including planning and development approvals, along with good business and political acuity
- Ability to exercise discretion and confidentiality regarding strategic directions, initiatives, and stakeholder interests
- Strong organizational skills, attention to detail, and the ability to work independently with minimal supervision
- Time management skills to manage multiple tasks, and to determine and achieve mandated deadlines amid shifting priorities and competing demands

Work Environment

The Community Energy Program Manager reports directly to the CEIS Governance Committee, with day-to-day oversight by Grand River Energy (GRE), a joint venture company owned by the local electric utilities created to enable the local development of distributed energy resource technologies. Work takes place within an office environment located in Kitchener, Ontario, with occasional travel for partner and stakeholder meetings and site visits.

Compensation and Benefits

Compensation is commensurate with education and experience, and includes a competitive benefits package. The position is initially for a three year term and has the potential to be extended subject to funding availability and upon review and evaluation of the CEPMP meeting the identified work plan goals and objectives.

Application Process

Interested and qualified applicants are invited to submit their resume including work experience, education and references to: _____

Applications must be received by : _____

We sincerely thank all applicants for their interest in this position; however, only those selected for an interview will be contacted. If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please communicate this upon notification of the interview process.

ANNEX 3: Embed in Municipal Plans, Policies, and Processes

Although CEAS measures are focused on community-side energy and GHG emission reductions, Pincher Creek has a critical role to ensure a supportive environment. The successful implementation of the CEAS requires embedding measures within other municipal plans, policies, processes, and decisions. The lead coordinator and internal committee are best positioned to ensure the CEAS is embedded into:

- Plan updates
- Council strategic plans
- Official plans and regulations
- Secondary plans and plan amendments
- Community improvement plans
- Zoning and building code by-laws
- Site plan control
- Height and density bonusing
- Plan of subdivision
- Development permits
- Development cost charges
- Parking charges
- Budget

This can be accomplished through regular meetings of an internal committee or by coordinating inter-departmentally (on a case-by-case basis, or as part of plan review), through ongoing processes (through permitting), as well as through council decisions (such as new policies, bylaws and budget decisions).



Background Studies

Inform local and regional plans, including short term objectives, growth strategy, a 20–40 year vision, and can be used to apply an energy lens on decision-making.



Official Plans

Policies for GHG reductions, energy efficiency, distributed energy resources, etc. can be included in an official plan. Municipalities can also identify future sites for energy infrastructure.



Zoning By-laws and Standards

Zoning bylaws and amendments could be used to promote intensification, mixed-use communities, walkability, energy efficiency, distributed energy resources, and public transportation.



Height and Density Bonusing

Allows buildings to exceed the height and density of development permitted by existing zoning-bylaws in exchange for community benefits.



Development Permit Systems

Can be used to amend or add official plan policies for a particular region within a municipality. Also known as secondary plans in other provinces.



Plan of Subdivision

Integrates an energy lens into the land division approval process, regarding walkability, compact neighbourhoods, street and lot layout, use of photovoltaics, and construction of energy efficient homes.



Site Plan Control

A tool that municipalities can use to ensure that certain requirements are met before a site is developed.



Development Schemes (Official Plan Amendment)

Combines site plan control, zoning, and minor variance together in one application format, providing an expedited and simplified application process.



Community Improvement Plans (CIPs)

Target sa designated area within a city for development or redevelopment, such as brownfield redevelopment, densification and intensification, support for public transit.



Development Charges

A levy on developers to finance municipal infrastructure needed to support new developments.



Secondary Suites

A separate living unit created within a single-family home. A bylaw allowing secondary suites encourages neighbourhood intensification and enable transit and distributed energy resources.



Local Improvement Charges

Used to finance energy efficiency improvements to a property. An attractive option for homeowners as the loan is attached to the property rather than the owner, providing an incentive for investing in energy efficiency projects.



Parking Charges

Provides a variety of benefits, including traffic reduction, increased turnover of spaces, reduced cruising for parking, and new revenue for the municipality.



Protection of Settlement Area Boundaries

Discourages low density and sprawl development, thus reducing infrastructure costs and greenhouse gas emissions.



Infill and brownfield redevelopment incentives

Includes introducing financial and regulatory incentives or eliminating financial and regulatory barriers for redeveloping brownfield sites

ANNEX 4: Funding for CEAS Actions

It will be important for the lead coordinator, as well as internal and external committees, to identify and pursue funding in order to implement specific measures in the CEAS. Partners may fund their own efforts. Below are some potential strategies to secure additional funding for CEAS measures.

A good practice is to develop an annual budget for prioritized measures, considering the following over the expected life of the CEAS:

- Not all actions need to be implemented immediately.
- Distinguish which actions will be implemented year over year.
- Determine potential partners, resources, and additional sources of funding for each measure.
- An implementation budget should be developed for every year of the action plan, and it should be updated on an annual basis.
- Funding (e.g. from FCM) can be used to conduct studies, pilots and projects.

Strategies to secure financial resources

Sources	Description
Budget	Create budget item and fund for CEAS measures
Internal financing sources	• Local improvement charges • User fees on water, power and natural gas distribution system and waste • Development Cost Charges (DCCs) • Green bonds

Local incentives and rebates	• Development Cost Charge reductions • Local Improvement Charge financing (LIC) or Property Assessed Clean Energy (PACE) programs • Fee rebates credits on water and energy bills, local economic incentives for investing in energy efficiency for households and businesses, and new developments, such as tax holidays for businesses and faster permitting for developments meeting certain efficiency criteria.
New accounting and decision-making tools	• Consider natural asset management approach including full cost accounting and valuation of natural assets • Estimate benefits from green infrastructure • Combine funding with Gas Tax revenue • Reinvest efficiency savings into low cost CEAS measures or community engagement
Institutional grants and external sources of funding	Scan and submit funding applications to: • Federal agencies and governments ◦ Indigenous Services Canada ◦ Natural Resources Canada ◦ Environment and Climate Change (ECC) ◦ Infrastructure Canada programs ◦ Canadian Infrastructure Bank • Provincial programs and agencies
Leverage private investments	• Engage private sector to partner and financially support actions that improve community-side efficiency, clean energy or transport modes
Economy of scales and synergies at the local level	• Leverage existing initiatives or project by expanding and adapting their scope and collaborating with other groups (thinking beyond silos) • Take a regional approach to collaborate with neighbouring municipalities • Measures involve several communities? cost-share through procurement

FCM and ICLEI published a toolkit called [On the money: Financing tools for local climate action](#), that explains how your municipality can leverage private and community investors to help you take action on climate change in your community. This toolkit includes tips on how to harness people power through group purchasing and community-owned renewable power, break capital barriers with local improvements and energy performance contracts, and create a funding cycle with green revolving funds and green bonds.

The two following handbooks provide helpful, on-the-ground solutions to secure funding for energy resilient infrastructure that may be relevant to your community:

- [Bridgewater Financing Mechanism Scoping Study](#) (2019)
- [Community Energy Investment Strategy for Waterloo Region](#) (2018)

ANNEX 5: Methods for measuring the economic impact of CEAS

There are significant economic benefits from improving energy efficiency across Pincher Creek and implementing the full range of measures identified in the CEAS. It will be important to quantify the economic impact of CEAS measures to gain support from senior decision-makers and elected officials as well as the community at large, including public, businesses, energy stakeholders and service providers

Different methods of economic analysis serve different purposes and provide different information. All are relevant to assess the economic, environmental, and social benefits of CEASs, and to increase knowledge about the full economic impacts of these investments.

A thoughtful balance needs to be struck between informed decision-making and analysis paralysis. The economic analysis to support a CEAS should only go as deep as is needed. This analysis can be undertaken by either the lead coordinator or committee, and could accompany annual updates on the CEAS's progress. It could also accompany making requests for funding or new policies and bylaws, engaging partners to advance key measures, and demonstrating economic, environmental, and social benefits in the community.

Method	Purpose
Community energy cost	To discuss total community energy use in a metric everyone understands, in order to generate different conversations with elected officials and stakeholders. For example, money spent on energy divided by money leaving the community.
Financial feasibility	To screen and prioritize measures, programs, or portfolios to identify if, and when, the investment will break even.
Levelized unit energy cost	To compare the per kWh or per GJ costs of different energy generating technologies across the expected lifetime of the asset.
Marginal abatement cost curve	To compare GHG emission reduction options according to which will cost the least or deliver the most financial savings, and according to their potential impact on GHG reductions.
Community socio-economic benefits	To inform the decision-making process, and stakeholders, on the total value to the local community and economy of a CEAS, considering how expenditures recirculate through local businesses, households, and governments.
Cost benefits	To screen and prioritize measures, programs, or portfolios to identify if benefits over time exceed initial costs, and to identify a portfolio of measures that maximize the economic, environmental, and social benefits from CEAS implementation.

ANNEX 6: Sample Webpage and Social Media Content

Webpage	Content should include visual depictions and simple explanations of: • Energy spending, energy use and GHG emissions in the community, as a pie chart (for instance, tons of CO2 by sector). • The GHG emissions reduction targets (total tons of CO2). • A short list of objectives and measures identified within the CEAS. • Annual achievements: actions taken, impacts, energy and GHGs reduced, energy costs reduced and energy dollars staying in the community. • Easy button or link to get engaged, or subscribe to updates. • Hyperlinks to documents, programs, incentives, policies, news, contests. • Downloadable tips and guidance for improving energy efficiency at home and for business, as well as any incentives. • Description of governance structure including lead coordinator, committee and its members. • Contact information. • Testimonials.
Social Media	Use Pincher Creek's existing accounts, or create a new social media account for the purpose of promoting CEAS progress. Content should include: • Did you know? E.g. community spends X on energy, emits X GHGs? • Describing specific measures identified in the CEAS, benefits to the community, and updates on progress on actions and impacts. • Tips and guidance for improving energy efficiency at home/business, as well as any incentives. Promote anti-idling and clothesline programs, etc. • Highlights of success stories. • Calls to action. • Promoting local contests. • Responding to requests for information.

ANNEX 7: Energy Mapping and Action Planning Final Report – Summary of Priority Actions

This document outlines a high-level summary of the highest-priority actions from the Energy Mapping and Action Planning Final Report, which was provided to the Town & MD of Pincher Creek, Alberta in February 2025.

Actions listed reflect participant feedback collected at the Energy Mapping and Action Planning Workshop held in Pincher Creek on September 25, 2024. During this workshop, actions were derived from two activities:

1. Energy Mapping - in which participants identified strengths and opportunities for the various systems the Town and MD have in place - energy efficiency, clean/renewable energy, transportation, infrastructure, land use, water, and waste - using a map of the region.
2. Action Strategy from QUEST's suggested local action strategies handout.

This summary document is intended to complement the Action Prioritization Exercise at the Implementation Workshop (**May 15, 2025**) and be referenced by Town & MD staff during this exercise.

The upcoming Implementation Workshop's objective is to:

- provide an opportunity for further prioritization of these actions;
- to establish alignment internally on priority actions; and,
- to support the Town and MD with the next implementation steps.

Listed below are actions for the Town & MD of Pincher Creek to consider across the themes of Energy Efficiency, Waste & Renewable Heat, Renewable Power, Land Use & Transportation, and Water. For more information and a complete list of the actions available for the municipalities to consider, please review the Energy Mapping and Action Planning Final Report.

Energy Efficiency

- Phase out aging infrastructure and find opportunities to develop new energy-efficient buildings.
 - MD Shop, Memorial Community Arena, Curling Club
 - General - dated infrastructure. What can be updated VS redeveloped.
- Target municipally-owned buildings for energy efficiency audits and retrofits.
 - PC Swimming Pool, PC Community Hall, Memorial Community Arena, others
- Energy efficiency upgrades in residential neighbourhoods that are currently reliant on diesel. Estimate the number of dwellings that could be converted, through a local survey or based on available data.
- Prioritize older neighbourhoods for residential efficiency retrofits via mechanisms like the Clean Energy Improvement Program (CEIP).

- Work with partners to advance energy efficiency audits and retrofits on commercial and institutional sites. Encourage energy performance ratings for all new commercial properties.
- Prioritize public education and community outreach to improve awareness of all available programs and incentives and increase program uptake.
- Obtain data annually from energy utility and incentive providers about the number of incentives provided for clean energy conversions to measure the GHG impact.

Waste & Renewable Heat

- Utilize waste heat from the Memorial Community Arena to heat the swimming pool.
- Investigate the feasibility of a biodigester for the landfill to convert organic waste to biogas.
- Capture and use waste heat from local breweries.
- Explore industrial waste heat opportunities at the Captus and Pieridae facilities.
- Education on new technologies.
- Communicate that waste heat sources could be an economic development strategy to attract new businesses that need heat (i.e. Greenhouses).

Renewable Power (solar, wind, RNG, and brownfield)

- Create a study to investigate options to develop on-site or rooftop solar installations.
- Monitor new regulations, stay aware of new technology, and maintain infrastructure to ensure wind energy remains a viable revenue source.
- Focus on repowering existing projects (Kettles Hill, Castle Rock Ridge, and Cowley Ridge).
- Stay informed about new and innovative technologies and assess their feasibility for the region, including hydrogen and small nuclear reactors.
- Identify opportunities to produce and use renewable natural gas.
- Assess the technical or financial feasibility of redeveloping brownfield sites for renewable energy installation.

Land Use & Transportation

- Green infrastructure in new developments, i.e. stormwater retention.

- Abandoned buildings and surrounding areas are an opportunity to upgrade, redevelop, and densify.
 - Sobeys' building or empty lot downtown PC
- Expanding housing availability, including affordable and renter-friendly options, and densification along the main street corridor.
- Explore new transportation options (bus & rail) to increase connectivity between key tourist destinations, reduce emissions, and contribute to regional community economic development and tourism goals.
- Increased connectivity to commercial destinations, i.e. Ranchland Mall and grocery stores.
- Develop an educational campaign communicating the Town & MD's future direction for land use planning and growth management.

Water Conservation

- Implement measures to promote water conservation, such as a public awareness campaign and retrofit program to conserve water (i.e. low-flow showerheads, rainwater collection).

Action Prioritization Exercise

Consider the following questions:

- Which actions are of **most interest**?
- What are some **early actions**? (i.e. easy to implement right away or "**low-hanging fruit**")
- What are some **long-term actions**? (i.e. require more in-depth planning, budgeting, or collaboration with other team members)
- Do these projects require **further study** or **funding**?
- Do these projects require **council support**?
- Who **leads** on these actions?
- Who can we **partner** with on these actions?
- Are there any other **needs or gaps**? What comes next?

This exercise is future-oriented, and we encourage you to consider new opportunities and look ahead by prioritizing actions that the Town & MD can implement going forward, rather than focus on work that has already been completed or is underway.

The MCCAC will capture the key takeaways from this discussion and include a summary in the Implementation Recommendations Report, which will be provided to the Town & MD following the completion of the implementation workshops.

Because of You: Rooted in learning. Growing bright futures.

Your support gave thousands of students the chance to experience hands-on agriculture and rural and farm safety education — lessons that will stay with them for life - from classroom to careers.



Thanks to your support...

The past six months have been full of learning, discovery, and impact. **Thanks to your support**, we delivered hands-on agriculture education that builds knowledge, strengthens public trust, and connects communities. This report reflects the difference you've made — for students, for agriculture, and for the future.



Growing Futures

This spring, students got their hands in the dirt, discovered where their food comes from, and imagined careers they never knew existed.

In classrooms big and small, on schoolyards and community grounds, and inside traveling education trailers—something powerful was growing.

Not just crops, but curiosity. Confidence. Connection.

It happened because partners like you believe students deserve more than textbooks. You believe in real-world learning, in sparking discovery, and in giving young people the tools to dream big.

And together, we made that happen.



Seeds of Knowledge



Classroom
Agriculture
Program



In **272 classrooms**, grade 4 and 5 students discovered where their food comes from—and the people who make it possible. Through the **Classroom Agriculture Program (CAP)**, volunteers brought agriculture to life with real stories, hands-on lessons and meaningful conversations.

Thanks to your support, **10,000 students** experienced CAP — sparking curiosity, confidence, and connection.

"Thank you soo much for showing in us about a lot of farming it was amazing i really enjoyed the pictures of the animals and the videos it was super cool i can't wait to see you next time."

- Bostynn, Grade 4-



In 9 schools and 1 school division across Alberta, students learned about the nutritional benefits of oats and how oats are grown.

Through the **School Oats Program**, students in both rural and urban classrooms received \$350 bursaries to purchase oats and oat-based foods.



Over **4,200** students took part — gaining a better understanding of healthy eating and a connection to local agriculture.

Planting Curiosity

In **166 classrooms**, **3,900+ students** planted potatoes—and grew pride, patience and curiosity.

Through **Spuds in Tubs**, students didn't just learn how things grow—they experienced it.



"My class was excited and here is their picture with our plants. They were very proud that their plants had flowers so that meant that they were doing well!!!"

- Teacher -

Ag Education on the Road



The **Know Your Food** trailer visited **7 schools, 45 classes, and 1,211 students**—bringing agriculture education straight to communities across the province.



*"That was fun!
Your resources have literally
changed our school. We have
incorporated them into
everything we do. Thank you."*

- Teacher -

Safety Matters

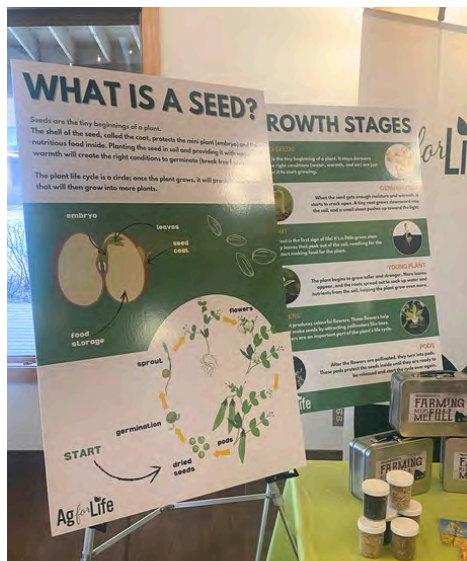
Through the **Rural Farm Safety Unit**, more than **2,400 students** at **15 schools** learned how to stay safe around equipment, animals and everyday farm hazards.



Community Events



Ag for Life attended Aggie Days and various community events, engaging with over **50,000** attendees. Through interactive displays and educational resources, we delivered rural and farm safety education while raising awareness about agriculture.





Future of Ag

Careers



At five career events, **4,700 students** gained insight into agriculture careers—and walked away with resources to guide their next steps.



Educators

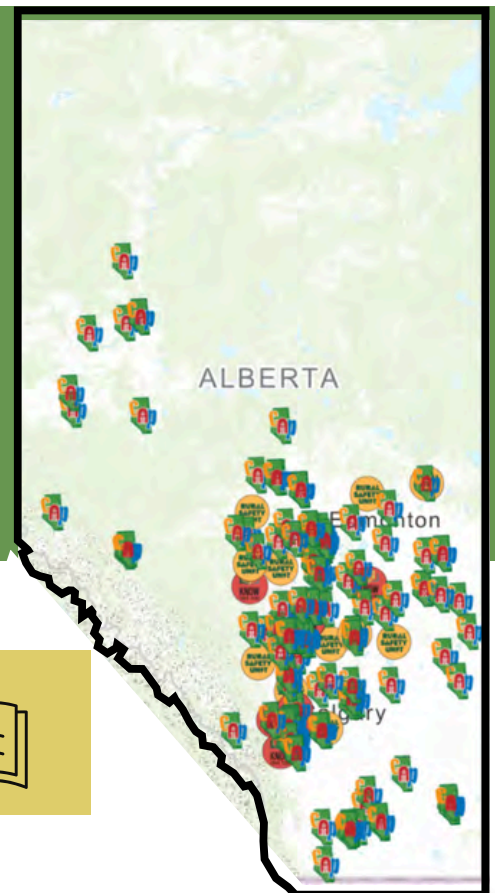
At teacher conventions across the province, we connected with **27,288 educators**—sharing resources, building relationships, and helping bring agriculture into more classrooms.



Where we've been...

Explore the reach of your impact over the past six months.

From urban cities to rural communities, your support brought hands-on agriculture and safety education to students across Alberta.



PLUS

28,000+

Curated learning kits, student workbooks, teacher support and learning guides sent out.

