

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**March 11, 2014**  
**1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- (1) Grassy Mountain Coal Project – Riversdale Resources  
- Email from Arbutus Consulting, dated February 21, 2014

C. MINUTES

- (1) Council Meeting Minutes – February 25, 2014

D. UNFINISHED BUSINESS

- (1) Pincher Creek Community Food Bank  
- Email from Napi Friendship Association, dated January 23, 2014  
(2) Oral Update on Movement of Speed Sign Trailer

E. CHIEF ADMINISTRATOR'S REPORTS

(1) **Operations**

- a) Operations Report  
- Report from Director of Operations, dated March 5, 2014  
b) Agreement for the Purchase of Gravel  
- Agreement with Waldron Grazing Co-op, dated February 25, 2014  
- Agreement with Kenneth McRae, dated February 27, 2014  
c) Licence of Occupation Process / Procedures  
- Report from Director of Operations, dated March 6, 2014  
d) Agricultural and Environmental Services Policy Review Recommendations  
- Report from Director of Operations, dated March 6, 2014  
e) Castle Crown Wilderness Coalition – Weed Pull Funding  
- Report from Director of Operations, dated March 6, 2014  
f) Lundbreck Street Drainage Project  
- Report from Director of Operations, dated March 5, 2014  
g) Agricultural Service Board Terms of Reference  
- Report from Director of Operations, dated March 6, 2014

(2) **Planning and Development**

- a) Road Closure Bylaw 1235-13  
- Bylaw 1235-13 presented for second and third reading

(3) **Finance and Administration**

- a) 2013 Annual Audit of Municipal District of Pincher Creek No. 9  
- Letter from Young Parkyn McNab, dated February 26, 2014  
b) Regional Water Infrastructure Borrowing Bylaw 1245-13  
- Bylaw 1245-13 presented for second and third reading  
c) Statement of Cash Position  
- For month ending February 2014

(4) **Municipal**

- a) CAO Report  
- Report from CAO, dated March 6, 2014  
b) M.D. of Pincher Creek Strategic Plan  
- Strategic Plan  
c) Economic Developments Alberta – 2014 Annual Conference  
- Dated for reference, March 5, 2014  
d) Jubilee Reciprocal Insurance Exchange (JRIE) Annual General Meeting  
- Letter from JRIE, dated February 24, 2014

- e) Genesis Reciprocal Insurance Exchange (GRIE) Annual General Meeting
  - Letter from GRIE, dated February 24, 2014
- f) Castle Mountain Area Structure Plan
  - Establishment of Meeting Date

F. CORRESPONDENCE

(1) **Action Required**

- a) Kids Discovery Day
  - Email from Pincher Creek Chamber of Commerce, dated March 3, 2014
- b) Water and Sewer
  - Email from Jacques Thouin, dated February 27, 2014
  - Email from Jacques Thouin, dated February 28, 2014
- c) Best of the West Weekend
  - Letter from Best of the West Committee, dated February 28, 2014
- d) Rural Safety – Smart Choices for LIFE – Request for Funding
  - Letter from Group Group Youth, dated February 17, 2014
- e) Relocation Business and Investment Guide
  - Email from TNC Publishing, dated February 17, 2014

(2) **For Information**

- a) 2013/2014 Fire Services and Emergency Preparedness Program
  - Letter from Alberta Municipal Affairs, dated February 24, 2014
- b) Funding from Joint Council
  - Letter from Pincher Creek Community Center Hall, dated February 19, 2014
- c) Community Centre Hall Annual General Meeting
  - Letter from Pincher Creek Community Center Hall, dated February 19, 2014
- d) Municipal Grant Payment
  - Letter from Alberta Transportation, dated February 18, 2014

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Grant McNab – Division 1

Councillor Fred Schoening – Division 2

- (1) Agricultural Service Board
  - Minutes dated March 4, 2014

Councillor Garry Marchuk – Division 3

- (1) Oldman River Regional Services Commission
  - Minutes dated January 9, 2014
- (2) Alberta Southwest
  - Bulletin for March 2014
  - Minutes dated February 5, 2014

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Land
- (2) Personnel

I. NEW BUSINESS

J. ADJOURNMENT

**Tara Cryderman**

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**Subject:** FW: Grassy Mountain Coal Project - Riversdale Resources request

**From:** Lauren Whyte [<mailto:laureen.whyte@arbutusconsulting.com>]

**Sent:** February-21-14 8:41 PM

**To:** MDInfo

**Cc:** Keith Bott

**Subject:** Grassy Mountain Coal Project - Riversdale Resources request

Hello Wendy,

I am working with Riversdale Resources on the Grassy Mountain project. A project brochure and information newsletter are attached.

We would like to have an opportunity to be placed on Mayor and Council agenda to introduce the company and the project. Would this be a possibility on March 5<sup>th</sup>?

If you would like to discuss, I can phone you at your convenience.

Thanks and regards,  
Laureen Whyte



**Laureen Whyte**  
Arbutus Consulting | tel 604.261.5121 | mobile 778.229.4791 |  
1575 West 49<sup>th</sup> Avenue | Vancouver, BC | V6M 2R6 |  
[www.arbutusconsulting.com](http://www.arbutusconsulting.com)



## Project Overview

Riversdale Resources Limited, established in 2011, is an unlisted Australian public company headquartered in Sydney, Australia. Riversdale specializes in the development of metallurgical coal deposits, with a focus on sustainable development. The Grassy Mountain Project, located in the Crowsnest Pass, Alberta, is currently at the advanced exploration stage. If the results of ongoing technical studies and permit applications are favourable, Riversdale would proceed with mine development based on an open-cut mine design, initially targeting 2.2 million tonnes per year of predominantly metallurgical, or coking, coal over a 28 year mine life. Riversdale is confident that post initial development, given the nature of the resource at Grassy Mountain, production would increase to 4.0+ million tonnes per year.

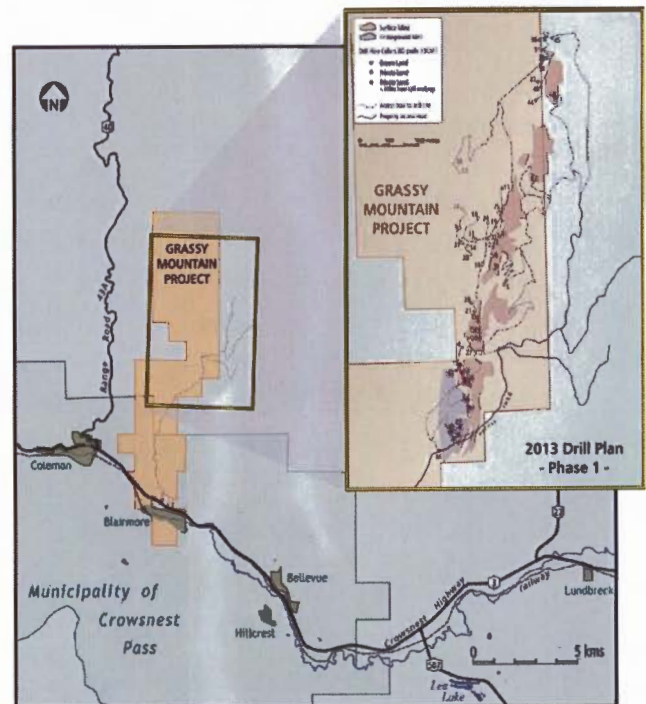
The Project area is classified as Category 4 area under the Alberta Coal Development Policy, suggesting that the provincial government would potentially allow development of a open-cut mine at Grassy Mountain if the Project meets provincial regulations and standards.

## Exploration Program

The current exploration program at Grassy Mountain began on December 12, 2013 and is expected to continue until the Spring of 2014. This program consists of drilling, both the further delineate the resource and also to test coal quality, and initial environmental baseline and management studies. Depending on the results of the current program, work over the next 12-18 months may include further coal quality drilling, geotechnical drilling, core sampling, and other ground and desktop based activities to facilitate the completion of a full Feasibility Study in the projects development.

## Environmental Baseline Studies:

In late 2013, Riversdale started a four-season environmental baseline study in the Project area. If the project continues to advance, several studies would be conducted over approximately 3 years, including mammal, raptor, dust, water, fish, vegetation, air quality, First Nation, socio-economic and health studies and monitoring. During the environmental assessment process, communities and First Nations are provided several opportunities to understand the project and provide input.





## Safety and Access Management Programs

To ensure the safety of the public and recreational users in the vicinity of the exploration work program, Riversdale is implementing an Access Management Plan. Signs have been placed along the Grassy Mountain Road indicating where exploration activities are taking place, and a safety officer is monitoring the area to advise the public of the location of exploration activities. Riversdale is keeping local recreational groups informed about the locations and timing of our work activities. As exploration and environmental testing activities continue in 2014, other safety programs will be implemented.



## Community Engagement:

Riversdale has met several times with the municipalities of Crowsnest Pass and Ranchland, including presentations to Mayor and Council of both municipalities and ongoing discussion with municipal departments. Riversdale also is in regular communication with local landowners, community organizations, businesses and local recreational groups.



In the past year Riversdale organized two separate open house community meetings to introduce the company and the Grassy Mountain Project to Crowsnest Pass residents; both events were well attended. Other broad engagement efforts include a Holiday Open House during the Christmas in the Mountains Celebration. The community was invited to look at maps and project plans, and Riversdale Staff were on hand to answer questions and take comments.

If you would like to learn more about Riversdale and the Grassy Mountain project, or would like us to share information at your event, please contact Morgan Tanner at the local office (see back page for local office contacts).

## Aboriginal engagement:

Since the late spring of 2013, Riversdale has met regularly with Treaty 7 First Nations - Piikani Nation, Blood Tribe, Siksika Nation, Tsuu Tina Nation and Stoney Nation - who hold Aboriginal and treaty rights to the area covering the Grassy Mountain project. In addition to providing project information and updates and requesting input, we have been invited to participate in community events.



### South Saskatchewan Regional Plan:

Riversdale has been participating in the public consultation process for the SSRP since October 2013, both directly and in collaboration with the Coal Association of Canada.

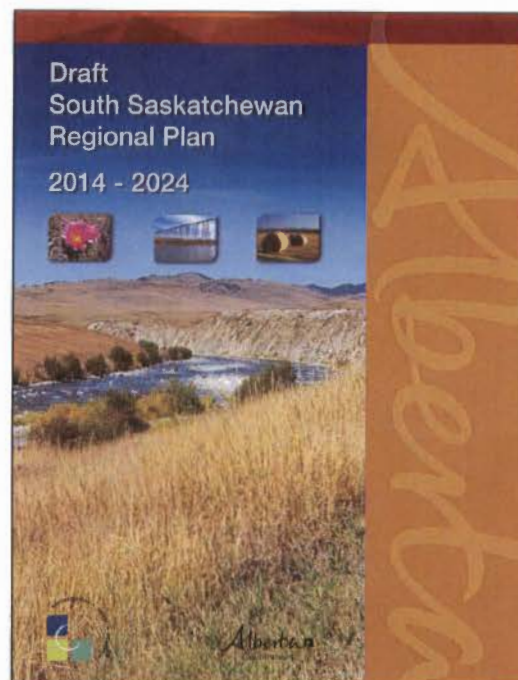
We appreciate the opportunity to express our support generally for the objectives of the SSRP, and to having our views and questions taken into consideration during the consultation.

We have noted questions or potential concerns about the effects of some new designations and expansions of park and recreation areas on our ability to advance the Grassy Mountain project and other coal lease areas within the Crowsnest complex. For example, there appears to be an overlap along the east of our coal lease areas and the proposed Livingstone Range Wildland Provincial Park. We are confident that the Grassy Mountain project can co-exist beneficially with high value conservation areas, and look forward to further discussion with the Government of Alberta.

### Looking ahead:

Riversdale Resources will continue with the exploration drilling program and environmental baseline studies. The information gathered will be used to complete a Feasibility Study in the latter half of 2014, which will guide Riversdale's decision to proceed with applications for environmental assessment and mine approvals. If environmental approval is received, which generally takes 14 months, the company will move forward on a coal lease permit application for permission to build the mine.

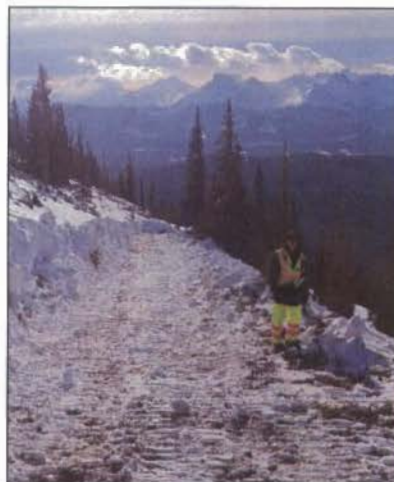
As the Grassy Mountain project advances, proactive community, stakeholder and First Nations engagement will continue to be of paramount importance for Riversdale Resources. We appreciate the hospitality and resourcefulness shown to us over the past year as we've been developing the Grassy Mountain project, and will continue to strive to become a valued member of this great community.





## Riversdale Resources

12331 20th Ave  
PO Box 660  
Blairmore, AB  
T0K 0E0  
Tel: 403 753 5160



### Contact Information:

**Community Relations**  
**Morgan Tanner, Arbutus Consulting**

(403) 753-5160  
oreabconsulting@gmail.com

**General Inquiries**  
**Bridget Buckle**

(403) 753-5160  
Bridget.Buckle@rivresources.com

# **GRASSY MOUNTAIN COAL PROJECT**

**Project Overview**

**March 2014**

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**RIVERSDALE**  
RESOURCES



## RIVERSDALE RESOURCES LTD.

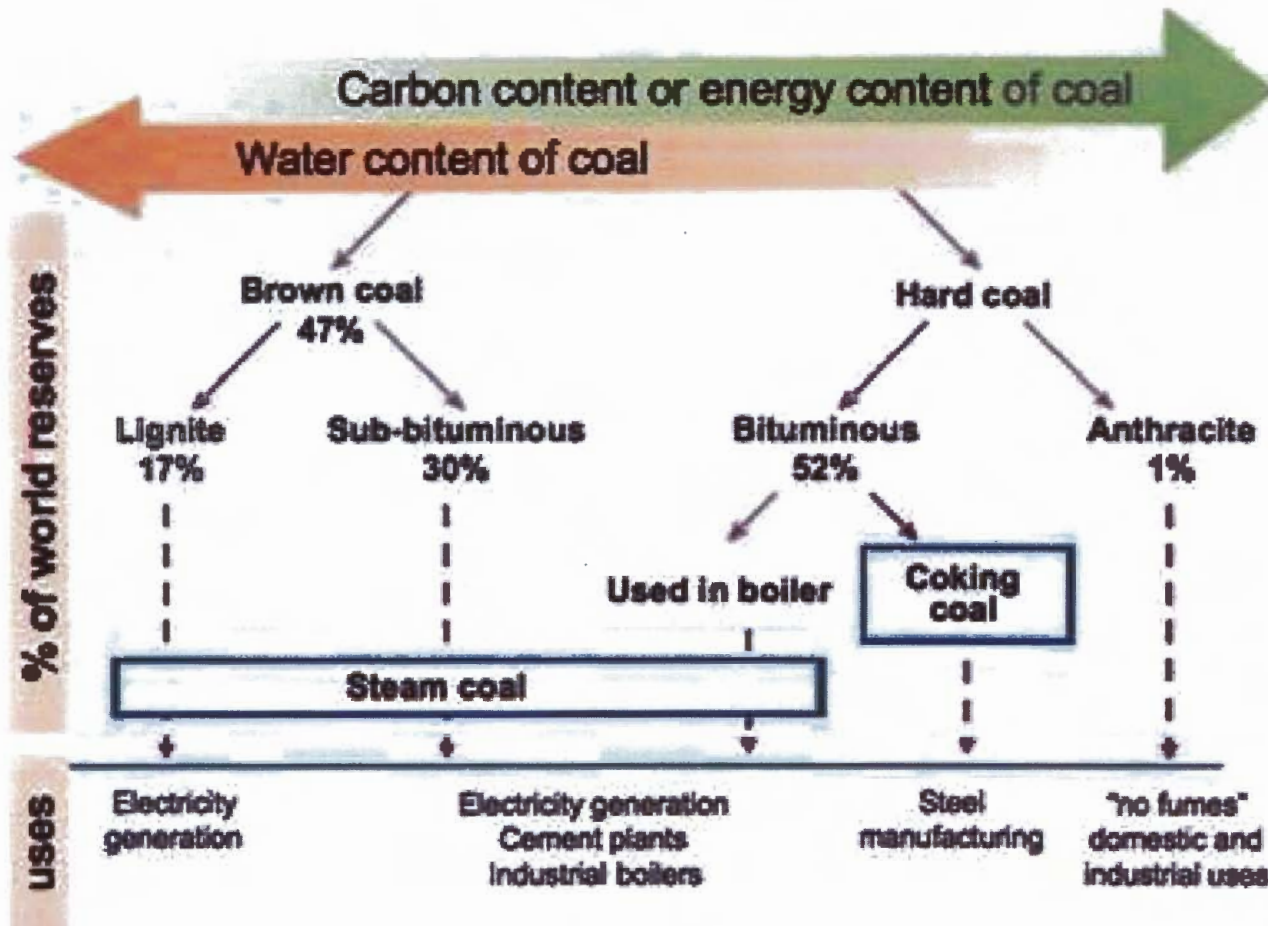
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- Headquartered in Sydney (Australia), with offices in Crowsnest Pass, Alberta
- Focus on metallurgical coal
- Prefeasibility-stage Grassy Mountain Project



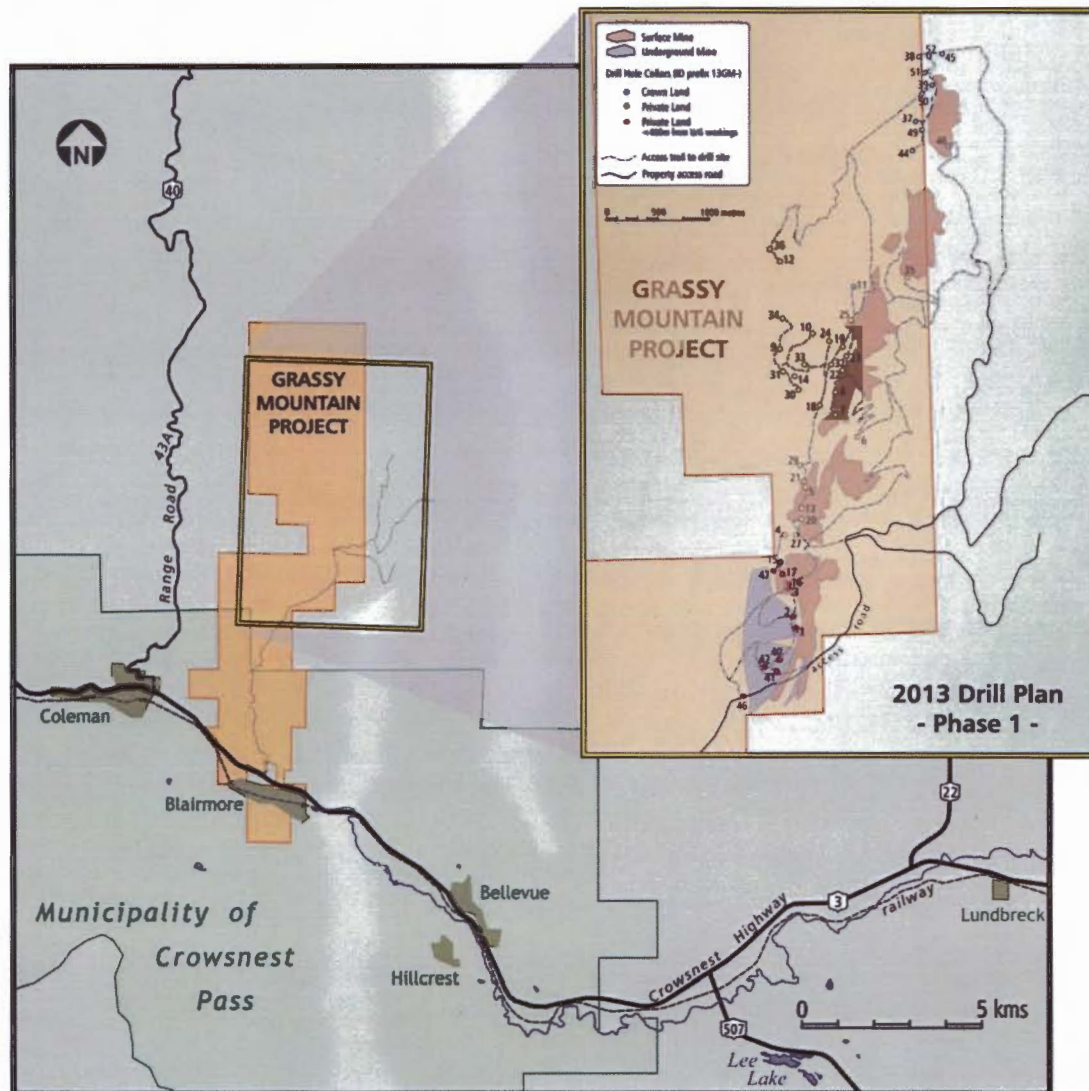
# GRASSY MOUNTAIN COAL PROJECT

## METALLURGICAL COAL



- Used to make steel
- Dense – burns to high temperature
- Cleanest burning coal type

# GRASSY MOUNTAIN COAL PROJECT

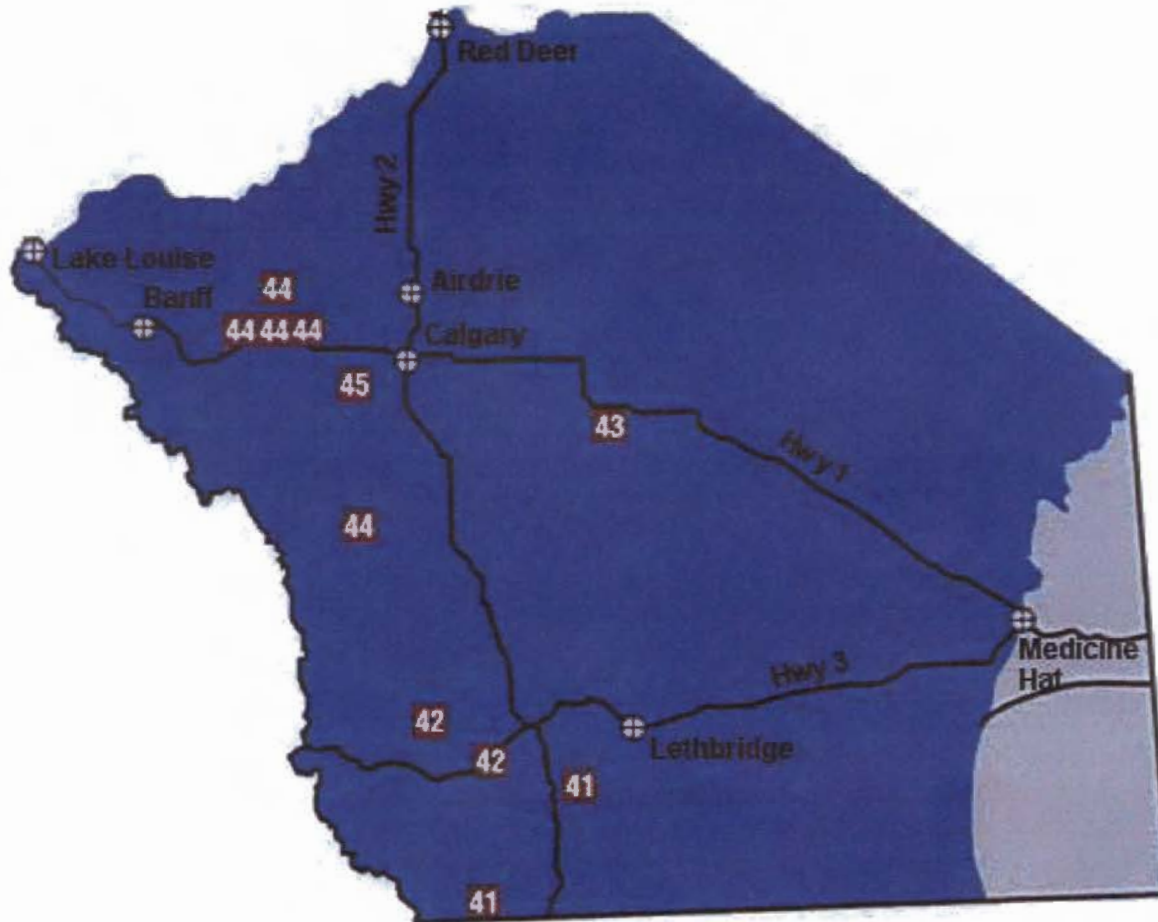


- Good existing infrastructure and access to roads, rail and power
- Possible rail shipment option to west coast ports



## GRASSY MOUNTAIN COAL PROJECT, FIRST NATIONS

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- The Grassy Mountain Project is located in southern Treaty 7 territory
- Riversdale is engaging with local First Nations



## GRASSY MOUNTAIN COAL PROJECT: EXPLORATION PROGRAM

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- Drilling for coal quality late 2013/early 2014 (45 days in duration; approx. 28 holes)
- 2014: drilling to further delineate deposit summer 2014 (50 - 60 holes)
- Limited additional drilling required to advance the project



# GRASSY MOUNTAIN PROJECT: TECHNICAL AND REGULATORY REQUIREMENTS



*Communities,  
First Nations,  
Project Team*



*Geology*



*Environment*



*Markets*

## GRASSY MOUNTAIN PROJECT: TECHNICAL RESULTS

	2.2Mtpa – 28 years (current)	4.4Mtpa – 20+ years (best case)
Pre-development expenditures		\$20m
Capex	~\$360m	~\$550m
Revenue	~US\$9.0bn	~\$12.5bn
Income tax	~\$610m	~\$850m
Royalties	~\$365m	~\$500m
Employment (estimated)	150 direct employment positions and 1,000 indirect	225 direct employment positions and 1200 indirect
Resource ~192Mt		
Reserve 92Mt (in situ)		

Source: Norwest Corporation Independent Technical Report (see Prospectus), Costs shown on 100%, real March 2013 basis, exchange rate assumption of CAD\$:US\$ at 1.00:1.00.

1. Reported in accordance with both NI 43-101 and the JORC Code and estimated by a Competent Person in accordance with the provisions and requirements of NI 43-101. Please refer to the Competent Person Statement in Appendix.

2. The Measured and Indicated Coal Resources are inclusive of those Coal Resources modified to produce the Coal Reserves. Please refer to the Competent Person Statement in Appendix.



## GRASSY MOUNTAIN COAL PROJECT: REGULATORY AUTHORIZATIONS

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### **Coal Exploration Permits**

- Required for each of the coal quality and delineation drill programs.
- Includes environmental information requirements and community/First Nation engagement.

### **Primary Mine Authorizations**

- Environmental Assessment required by both Alberta and Canada – timeline for federal EA is 420 days
- Coal Lease required in Alberta
- Alberta Energy Regulator: EPEA, Water Act, Public Lands Act and Minerals Act



# GRASSY MOUNTAIN COAL PROJECT: ENVIRONMENTAL MANAGEMENT & BASELINE STUDIES

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## Environmental Management

- ◆ Environmental Management during exploration:
  - ◇ Wildlife
  - ◇ Vegetation
  - ◇ Erosion and Sediment Control
  - ◇ Spills
  
- ◆ Environmental auditing of drill sites pre-, during, and post-drilling



# GRASSY MOUNTAIN COAL PROJECT: ENVIRONMENTAL MANAGEMENT & BASELINE STUDIES

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## Environmental Baseline Studies:

- ✧ Climate
- ✧ Hydrology
- ✧ Hydrogeology
- ✧ Surface Water Quality
- ✧ Fish and Fish Habitat
- ✧ Aquatic Resources
- ✧ Soils
- ✧ Vegetation
- ✧ Wildlife
- ✧ Archaeology
- ✧ Noise
- ✧ Aboriginal rights and interests
- ✧ Socio-economic
- ✧ Public health & safety



# GRASSY MOUNTAIN COAL PROJECT: ENVIRONMENTAL MANAGEMENT & BASELINE STUDIES

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- ❖ Country Foods
- ❖ Land Use
- ❖ Traditional Use/Knowledge (TU/TK)





# GRASSY MOUNTAIN COAL PROJECT: FIRST NATION AND LOCAL COMMUNITY ENGAGEMENT

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## **First Nations**

- Several meetings with Treaty 7 First Nations prior to initial site activity, early engagement, information-sharing, commitment to respectful engagement and regard for values

## **Community**

- 2013 opened an office in Crowsnest Pass
- Ongoing engagement with municipal and community organizations

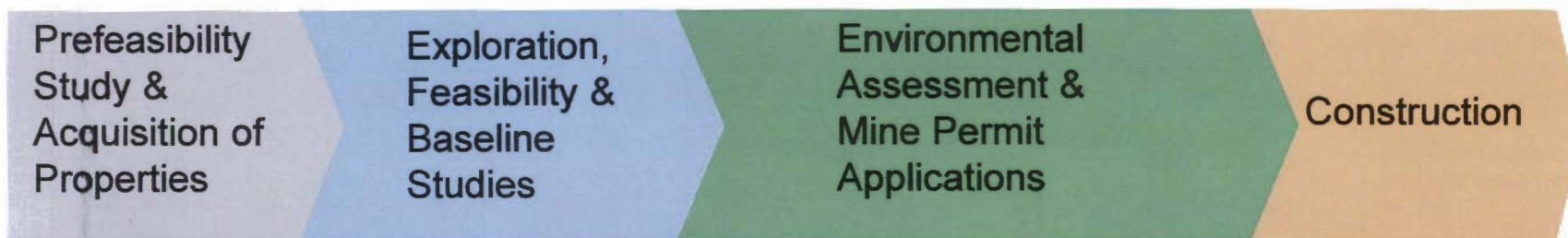
## **Training**

- Planning for local training and employment, and local contracting/procurement to commence in 2014

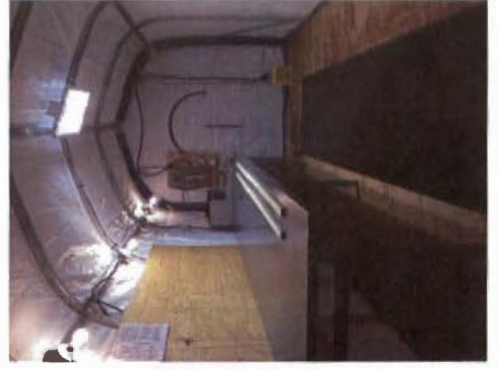
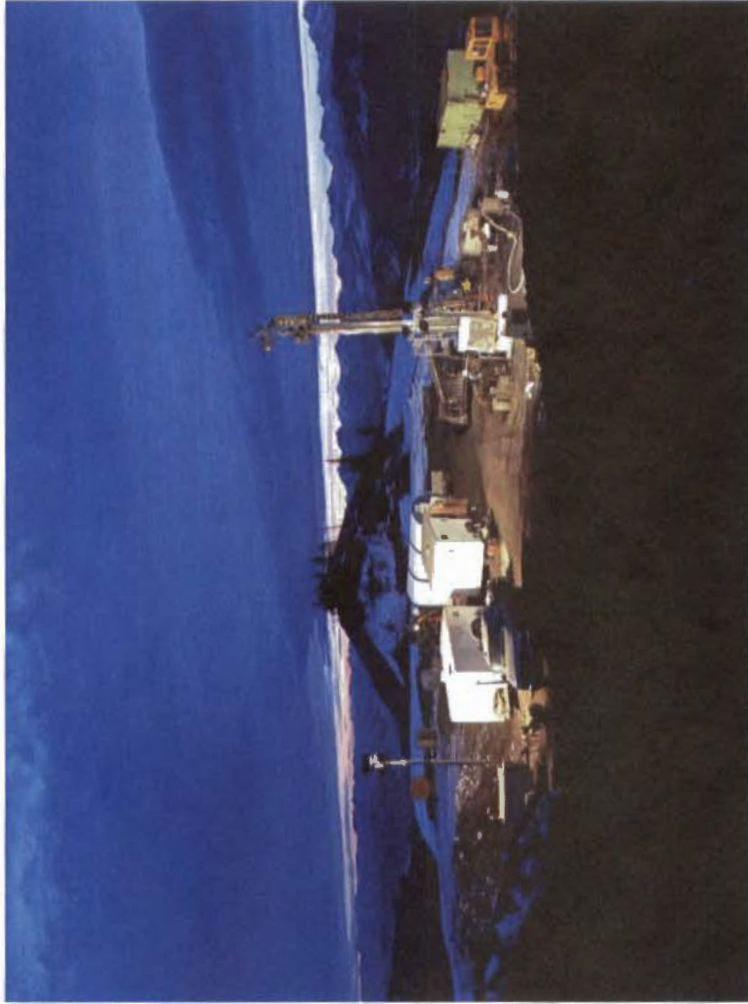


# GRASSY MOUNTAIN COAL PROJECT: DEVELOPMENT TIMELINE

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# GRASSY MOUNTAIN COAL PROJECT: SUMMARY



GRASSY MOUNTAIN COAL PROJECT

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**THANK YOU**

Peter Murray, Operations Manager  
Riversdale Resources Ltd.



**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**REGULAR COUNCIL MEETING**  
**FEBRUARY 25, 2014**

8333

The Regular Meeting of the Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, February 25, 2014 in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

PRESENT Reeve Brian Hammond, Councillors Garry Marchuk, Fred Schoening and Terry Yagos

ABSENT Councillor Grant McNab

STAFF Chief Administrative Officer Wendy Kay, Director of Operations Leo Reedyk and Executive Assistant Tara Cryderman

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

A. ADOPTION OF AGENDA

Councillor Garry Marchuk 14/066

Moved that the Council Agenda for February 25, 2014 be approved as presented.

Carried

B. DELEGATIONS

(1) Napi Community Food Bank

Susan Kuftinoff appeared as a delegation to speak about the Napi Community Food Bank.

Jim Short also appeared as a delegation to speak about the budget of the Napi Community Food Bank. The projected April 2014 to March 2015 budget is \$65,000.

The sharing of the operation of the food bank with the MD and the Town of Pincher Creek was suggested.

There are currently no guaranteed funding. Grants are applied for every year.

The funding of the Crowsnest food bank was discussed.

The relationship between the food bank and the Napi Friendship Association was discussed.

Joint Funding was discussed.

The number of participants accessing the food bank has almost doubled since their location move.

C. MINUTES

(1) Council Meeting Minutes

Councillor Terry Yagos 14/067

Moved that the Council Meeting Minutes of February 11, 2014 be approved as presented.

Carried

Minutes  
Council Meeting  
February 25, 2014

D. UNFINISHED BUSINESS

(1) Bylaw 1246-14 – Noxious Weeds

Councillor Terry Yagos 14/068

Moved that Council give first reading to Bylaw 1246-14 - Noxious Weeds that would elevate Scentless Chamomile and Field Scabious from Noxious to Prohibited Noxious with the Municipal District of Pincher Creek No. 9.

Carried

Councillor Garry Marchuk 14/069

Moved that Council give second reading to Bylaw 1246-14 – Noxious Weeds that would elevate Scentless Chamomile and Field Scabious from Noxious to Prohibited Noxious with the Municipal District of Pincher Creek No. 9.

Carried

E. CHIEF ADMINISTRATOR'S REPORTS

(1) **Operations**

a) Operations Report

Councillor Terry Yagos 14/070

Moved that the Operations Report for the period of February 5, 2014 to February 19, 2014, be received as information.

Carried

(2) **Planning and Development**

Nil

(3) **Finance and Administration**

Nil

(4) **Municipal**

a) CAO Report

Councillor Garry Marchuk 14/071

Moved that Council receive for information, the Chief Administrative Officer's report for the period of January 24, 2014 to February 6, 2014, and the MD of Pincher Creek Enhanced Policing Quarterly Report for the period of October 1, 2013 to December 31, 2014.

Carried

b) South Saskatchewan Regional Plan Joint Submission

Councillor Terry Yagos 14/072

Moved that Reeve Hammond be authorized to meet with the facilitator, and Mayor Don Anderberg to discuss summarizing the joint submission of the South Saskatchewan Regional Plan.

Carried

F. CORRESPONDENCE

(1) **Action Required**

a) Pincher Creek and District Municipal Library – Bylaw Changes

Councillor Fred Schoening 14/073

Moved that the email from Pincher Creek and District Municipal Library, dated February 14, 2014, regarding proposed bylaw changes be received;

And that Council supports the proposed fee structure.

Carried

b) Agricultural Operation Practices Act (AOPA)

Councillor Fred Schoening 14/074

Moved that the letter Natural Resources Conservation Board (NRCB), dated February 4, 2014, regarding the *Agricultural Operation Practices Act*, be received;

And that NRCB be invited to attend Council as a delegation to provide an overview of AOPA and its associated regulations.

Carried

c) Highway 3 Economic Development Association

Councillor Fred Schoening 14/075

Moved that the letter from the Municipal District of Taber, dated February 13, 2014, regarding the Highway 3 Economic Development Association, be received as information.

Carried

d) Commemorative Plaque – Willow Valley School

Councillor Terry Yagos 14/076

Moved that the letter from Livingstone Range Recreation Park Society, dated February 20, 2014, regarding the placement of a commemorative Plaque at the site of the Willow Valley School, be received;

And that Council forward a letter of support with approval for this project.

Carried

(2) **For Information Only**

a) Municipal Grant Payment

Councillor Garry Marchuk 14/077

Moved that the Letter from Alberta Transportation, dated January 31, 2014, regarding the Municipal Grant Payment be received as information.

Carried



b) Review of Southern Alberta Transmission Reinforcement (SATR) Needs Identification

Councillor Garry Marchuk 14/078

Moved that the letter from AESO, dated February 6, 2014, regarding the review of SATR Needs Identification be received as information.

Carried

c) Bobby Burns Fish Pond Deck – Funding Request

Councillor Garry Marchuk 14/079

Moved that the letter from the Town of Pincher Creek, dated January 21, 2014, regarding the Bobby Burns Fish Pond Deck – Funding Request, be received;

And that a letter be forwarded thanking the Town for their recognition of the value of Bobby Burns Fish Pond to the entire community, and their financial contribution to this project.

Carried

d) Lundbreck Gardeners – Thank You

Councillor Fred Schoening 14/080

Moved that the thank you note from Lundbreck Gardeners, received February 20, 2014, be received as information.

Carried

G. COMMITTEE REPORTS

Councillor Grant McNab – Division 1

a) Not present

Councillor Fred Schoening – Division 2

- No concerns raised at this time
- Agricultural Service Board scheduled March 4, 2014

Councillor Garry Marchuk – Division 3

- Speed Sign within the Hamlet of Beaver Mines
- Alberta Southwest – Upcoming Economic Sessions

Councillor Fred Schoening 14/081

Moved that Council authorize the attendance of any member of Council wishing to attend the upcoming sessions on Foreign Investment.

Carried

Reeve Brian Hammond - Division 4

- Nothing at this time

Councillor Terry Yagos – Division 5

- Landfill Annual General Meeting – March 20, 2014

H. IN CAMERA

Councillor Fred Schoening 14/082

Moved that Council and Staff move In-Camera to discuss two personnel items, the time being 2:37 pm.

Carried

Councillor Garry Marchuk

14/083

Moved that Council and Staff move out of In-Camera, the time being 4:26 pm.

Carried

I. NEW BUSINESS

J. ADJOURNMENT

Councillor Terry Yagos

14/084

Moved that Council adjourn the meeting, the time being 4:27 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**Tara Cryderman**

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**From:** Sandra Gibbs <executivedirector@okinapi.com>  
**Sent:** Thursday, January 23, 2014 3:15 PM  
**To:** Tara Cryderman  
**Subject:** Presentation to Council

Good afternoon! As follow-up to our conversation I would like to an opportunity to present to the council regarding the (Napi) Community Food bank.

Points to be covered:

1. Costs of operation
2. Ownership
3. Other

Regards,  
Sandra Gibbs  
Executive Director  
Napi Friendship Association



**Pincher Creek Community Food Bank  
Napi Friendship Centre  
Box 657**

**Pincher Creek, Ab. T0K 1W0  
403-627-4224/403-627-4265**

Report prepared by Sue Kuftinoff, February/2014

The Food Bank is open and operating at the new location in the previous Natural Bridges Building on Kettles Street. It was closed the beginning of August at the previous location in the Napi Friendship Centre on Charlotte Street as the Friendship Centre had purchased the new building and was replacing the flooring and purchasing additional shelving units. Staff had been laid off due to lack of funds during this time. During this time emergency hampers were given out when requested with mainly dry and canned goods left in stock.

The local town food drive was coordinated and held by the Pincher Creek Church of Latter Day Saints, which helped restock supplies in October.

Funding was received from the Town of Pincher Creek in the amount of \$19,000.00 and the purchase and installation of the flooring was completed in December 2013.

Susan Kuftinoff was hired for 21.0 hours weekly to act as the Food Bank Coordinator. In early December with the efforts of Napi Friendship staff, Brighter Futures Project staff, and dedicated volunteers, the move took place and the Food Bank was opened to the Community on December 16<sup>th</sup>/2013 in time for Christmas Hampers to be given out.

The community was very generous with donations of cash and food as well as volunteer assistance to fill hampers. Pincher Creek Fire and Ambulance crews donated their time to wrap Christmas Gifts for the children and to fill the Christmas Hampers. Children from the various schools also came to donate their time. First Student Canada filled a school bus and delivered it to the Food Bank. Many organizations and individuals donated money.

With the cash and food collected at the Christmas Train, **155** Christmas Hampers and **167** regular hampers were accessed which is an increase from the previous year.

From December 16-February 14/14 there have been **502** hampers filled.

A chest freezer was purchased and some electrical and plumbing repairs were done.

Statistics from April 1<sup>st</sup>/2013-February 14/2013:

Total of **352 Families** have accessed the Food Bank during this time

Of these:

- **214** list Brocket as their current address
- **115** give the Town of Pincher Creek as their address
- **23** list the MD of Pincher Creek as their address

The **Food Bank Budget**, prepared by Jim Short, is attached.

Currently there are **20** people supplying volunteer services, some on a weekly basis.

Grants have been applied for from TECH Coal (20,000.00) and Community Foundations (10,000) to fund the building of a loading dock and storage area. Pedersen Transport continues to transport skids of food from the Calgary Interfaith Food Bank Association at no cost.

Considerations for the future include purchase of a regular refrigerator and a partition to screen the storage area from the clients while volunteers are working.

STANDARD HAMPER CONTENTS

-2 CANS OF VEGETABLES

-2 CANS OF MEAT

-4 SOUP

-1 CAN OF FRUIT

-1 CAN OF TOMATOES

-1 CAN OF PASTA SAUCE/TOMATO SAUCE

-2 CANS OF BEANS

-1 CAN OF PASTA

-2 KRAFT DINNER

-1 PASTA

-1 RICE

-1 PACKAGE COOKIES/GRANOLA BARS

-2 CEREAL/OATMEAL

-1 CRACKERS

-2 ROLLS TOILET PAPER

-SHAMPOO

-GROUND BEEF

-GIFT CARD FOR MILK AND EGGS

-BREAD

EACH HAMPER WILL RECEIVE EXTRA OF ANYTHING WE ARE OVERSTOCKED IN AND EACH

FAMILY CAN CHOOSE 8 THINGS OFF OUR EXTRA BOARD AND 4 HOUSEHOLD ITEMS

DOG AND CAT FOOD AS WELL AS BABY SUPPLIES AND DIABETIC CHOICES ARE ALSO AVAILABLE

UPON REQUEST.



Pincher Creek Community Food Bank  
Napi Friendship Association  
Guest Application



Date: _____	
Name in full: _____	Date of Birth: _____
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Common-law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	
Name of Spouse: _____	
Total number in household: _____	
Physical Address:	
Mailing Address:	
Home Phone: _____	
Cell Phone: _____	
Email address: _____	

Reason(s) for food assistance:

- |  |   |
|--|---|
| <input type="checkbox"/> Recent Job Loss         | <input type="checkbox"/> Disabled/Handicap        |
| <input type="checkbox"/> Emergency/Crisis        | <input type="checkbox"/> Retired                  |
| <input type="checkbox"/> Unusual Expense         | <input type="checkbox"/> Illness/Medical Problems |
| <input type="checkbox"/> Single Parent Household | <input type="checkbox"/> High Cost of Child Care  |

Other:

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Pincher Creek Community Food Bank  
Napi Friendship Association  
Guest Application



All others in Household (Please include your spouse if married or common law)

Name	Date of Birth	Relationship

Special Considerations: (allergies, medical conditions):

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Please indicate income for the last month:

Income (From all adults in the household)

Wage (take home): \_\_\_\_\_

**Allowable Expenses:**

Child Tax: \_\_\_\_\_

Housing: \_\_\_\_\_

AISH/Pension: \_\_\_\_\_

Daycare/Sitter: \_\_\_\_\_

EI/WCB: \_\_\_\_\_

Medical Expenses: \_\_\_\_\_

Social Assistance: \_\_\_\_\_

Insurance: \_\_\_\_\_

Photo ID: \_\_\_Yes \_\_\_No

Signature: \_\_\_\_\_

Pincher Creek Community Food Bank  
Napi Friendship Association  
Guest Application



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

Household has: \_\_\_\_\_ (number of adults)

Household has: \_\_\_\_\_ (number of children)

Ages: \_\_\_\_\_

# \_\_\_\_\_ of Dogs # \_\_\_\_\_ of Cats

Is anyone in your house hold diabetic \_\_\_ Yes \_\_\_ No

Are there any food allergies? \_\_\_ Yes \_\_\_ No

Extras: (on board) you can choose 8 grocery items & 4 household items. **NOT INCLUDING OTHER MEAT CHOICES.**

GROCERY ITEMS	HOUSEHOLD ITEMS

**STAFF USE**

Milk \_\_\_\_\_ 2L Bottles \_\_\_\_\_ Eggs \_\_\_\_\_ Bread: \_\_\_\_\_

Pincher Creek Community Food Bank  
Napi Friendship Association  
Guest Application



Number of Boxes

# DROP IN

**Have you had anything to eat today?  
Drop by the Pincher Creek Food Bank and have a  
Free sandwich and drink.**

**When:** Every Wednesday

**Where:** Pincher Creek Food Bank  
756 Kettles Street

Next door to the Credit Union

**Time:** 11 a.m.—1 p.m.



**Sponsored by McMan FASD Lifespan Project, The Pincher Creek Food Bank and  
NAPI Friendship Association**



NAPI FRIENDSHIP ASSOCIATION  
FOOD BANK  
PROJECTED BUDGET

APRIL 2014 TO MARCH 2015

WAGES & WAGE COSTS	* <i>bi-weekly</i> <u>(42hrs wk @ \$18 hr)</u>	\$ 22,000
FACILITY RENTAL	1,225 Month	\$ 14,700
UTILITIES		\$ 2,500
TELEPHONE		\$ 2,100
PROPERTY TAX		\$ 1,700
MATERIALS & SUPPLES		\$ 18,000
REPAIRS & MAINTENANCE	*	<u>\$ 4,000</u>
		\$ 65,000

**Operations Activity Includes:**

- February 20, Disaster Recovery Project meeting;
- February 20, Grader Tender close;
- February 21, Lundbreck Breckenridge storm drainage Tender close;
- February 24, Airport approach review;
- February 25, Regular Council meeting;
- February 25, Southern Alberta Conservation Partnership meeting;
- February 26, Joint Worksite Health and Safety meeting;
- February 28, Met with Gary Roberts, Contract Class 1 Bridge Inspector;
- March 4, Agricultural Service Board meeting;
- March 5, Public Works Safety meeting.

**Agricultural and Environmental Services Activity Includes:**

- March 4, Agricultural Service Board Meeting;
- March 5, Large Carnivore Project Tour.
- Lindsey obtained Environmental Farm Plan technician certification

**Public Works Activity Includes:**

- Divisional snow removal;
- New Mechanic signed job offer.

**Capital Project Update:**

- Regional Water –
  - Treatment Plant – The filtration system is installed and piping work is ongoing, electrical is ongoing, site works nearing completion, completing small deficiencies in preparation for Pall equipment commissioning;
  - Lundbreck Tie In – significant completion achieved;
  - Regional Pipeline – No Change, monitoring areas where erosion was occurring.
- Administration Building Progress is continuing minor deficiencies are being repaired.

**Upcoming:**

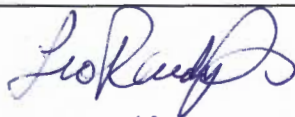
- March 7, Cowley Water Treatment Plant progress meeting;
- March 12, Joint Worksite Health and Safety meeting
- March 28, Agricultural and Environmental Services Open House

**Recommendation:**

That the Operations report for the period February 19, 2014 to March 5, 2014 be received as information.

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Prepared by: Leo Reedyk



Date: March 5, 2014

Reviewed by: Wendy Kay



Date: March 6, 2014

Submitted to: Council

Date: March 11, 2014

## Municipal District of Pincher Creek 2014 Call Log Concerns

5	February 24, 2014		Plowing Request on North Burmis.	Operator was in Lundbreck (feb24). Would like the same area plowed as the last time However resident will stake the area not to plow. No Rush, but in the next day or so please. Please call him when we know the grader will be in the area.
2	February 18, 2014		Drive way needs plowed. <b>Exact Location: Chalet back to the houses on the west end of Alberta Ranch Road.</b>	Stu directed an operator to plow at his convenience . Feb 21 projected date
1	February 20, 2014		Drive way needs plowing. <b>Exact Location: NW09-04-29 W4</b>	Operator directed to plow the driveway when he has time.
3	February 21, 2014		They are having a wedding at the Gladstone Gathering grounds on Feb 22, and wanted to make sure the road would be plowed on Saturday	Operator directed to plow Gladstone Rd. Sometime Saturday morning to ensure that wedding goers can access the spot. He said he will open it in the AM.
4	February 24, 2014		Plowing request. <b>Exact Location: 9201 Snake Trail</b>	Operator will go over and plow within the next hour.
5	February 25, 2014		Resident mentioned that the frost heaves are back. He realizes that they are a constant maintenance item. Please keep on them. TR 6-5 Mazur Road	Operator Instructed to monitor and improve driveability when able
3	February 27, 2014		Would like to request for a grader in the spring. <b>Exact Location: #5520 SH775. SW 31-05-01 W5.Beauvais Lake road, right hand turn off before the park.</b>	Caller advised that this request will be passed onto the grader operator, and work will be don't in the spring.

# Municipal District of Pincher Creek 2014 Call Log Concerns

4	05-Mar-14	Dead End Road sign missing. Travellers dumping garbage. RR 29-2, south of Hwy 3.	Sign will be reinstalled in the spring
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## **AGREEMENT FOR THE PURCHASE OF GRAVEL**

**AGREEMENT** made and entered into this 25, day of February, 2014.

By and Between:

**THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
(Hereinafter called "the Municipality")

and  
Waldron Grazing Co-op  
\_\_\_\_\_  
(Hereinafter called "the Vendor")

BOX 292 STAVELY TOL 120

\_\_\_\_\_  
Address

**WITNESSETH** that for the consideration herein contained, the Vendor does hereby for himself, his heirs, executors, administrators and assigns, grant and assign unto the Municipality the rights following:

- a) To dig, work excavate, carry away and dispose of gravel under the  
SW7-10-1-W5  
*(legal description)*  
and to do all such acts as may be necessary or proper for the purpose of effectually working, getting and disposing of said gravel,
- b) To enter and take upon the said land such personnel, trucks, implements and machinery and to make or dig pits and other works as may be necessary or convenient for working and getting the said gravel,
- c) To place or pile upon the said land, any gravel taken therefrom and any stripped top soil and unsuitable material to such extent as may be necessary for the working of said gravel pits.

The Vendor further agrees to give only the Municipality, its agents, servants and workmen full and free exclusive right of access at all times to and from the said gravel pits and stock piles.

**IN CONSIDERATION WHEREOF**, the said Municipality covenants, promises and agrees to pay to the said Vendor the sum of \$1.50 per cubic yard of accepted gravel, excavated from said land, or such greater amount as may be set by resolution of the Council from time to time, for gravel royalties, such payment to be compensation in full of said gravel and all damages of whatsoever nature incurred in the working of the gravel pits and removal of the said gravel.

The Municipality or its representative shall be the sole judge as to whether any gravel dug on said land is of the quality required by the Municipality and which may be accepted by it. The said payment shall be made at the completion of operations in the said gravel pit and in any event not later than December 31 of the year in which the gravel is excavated from the said land.


The Term of this agreement shall be for a period commencing on the date hereof and may end on December 31, 2019 provided written notice is given six months prior by the Vendor. If the above option is not exercised by the Vendor, this agreement shall continue and remain in full force and effect unless terminated at the end of any calendar year by either party giving at least six months written notice to the other party.

**OTHER TERMS:** BACK SLOPE FACE @ 3:1 SO IT IS SAFE FOR OCCUPANTS  
INSTALL TEXAS GATE @ ENTRANCE SO PASSENGERS CAN BE FENCED. WALKWAY  
CLAZING CO-OP WILL SUPPLY ~~CONCRETE~~ GATE. ANY TOPSOIL MOVED WILL BE  
PLACED DIRECTLY ON RECLAIM. NO FILES CREATED

**IN WITNESSETH WHEREOF**, the Parties hereto have hereunto set their hands and seals the day and year first written.

Signed, Sealed and Delivered by  
the Vendor in the presence of:



  
**VENDOR** Mark Burles

Signed, Sealed and Delivered by  
The Municipality.

REEVE

CHIEF ADMINISTRATIVE OFFICER

This agreement is not binding until approved by Resolution of the Council of the Municipal District of Pincher Creek No. 9.

This information is being collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to authorize the purchase of gravel. If you have any questions about this collection of this information contact WENDY KAY at 403-627-3130.

## AGREEMENT FOR THE PURCHASE OF GRAVEL

AGREEMENT made and entered into this 27<sup>th</sup>, day of Febru

By and Between:

**THE MUNICIPAL DISTRICT OF PINCHER CREEK**  
(Hereinafter called "the Municipality")

and  
Kenneth Mcrae

(Hereinafter called "the Vendor")

P.O. Box 1832 Pincher Creek, Alberta

Address

**WITNESSETH** that for the consideration herein contained, the Vendor does hereby for himself, his heirs, executors, administrators and assigns, grant and assign unto the Municipality the rights following:

- a) To dig, work excavate, carry away and dispose of gravel under the  
SE 20 - 6 - 1 - W5  
(legal description)  
and to do all such acts as may be necessary or proper for the purpose of effectually working, getting and disposing of said gravel,
- b) To enter and take upon the said land such personnel, trucks, implements and machinery and to make or dig pits and other works as may be necessary or convenient for working and getting the said gravel,
- c) To place or pile upon the said land, any gravel taken therefrom and any stripped top soil and unsuitable material to such extent as may be necessary for the working of said gravel pits.

The Vendor further agrees to give only the Municipality, its agents, servants and workmen full and free exclusive right of access at all times to and from the said gravel pits and stock piles.

**IN CONSIDERATION WHEREOF**, the said Municipality covenants, promises and agrees to pay to the said Vendor the sum of **one dollar and fifty cents (\$1.50)** per cubic yard of accepted gravel, excavated from said land, or such greater amount as may be set by resolution of the Council from time to time, for gravel royalties, such payment to be compensation in full of said gravel and all damages of whatsoever nature incurred in the working of the gravel pits and removal of the said gravel.

The Municipality or its representative shall be the sole judge as to whether any gravel dug on said land is of the quality required by the Municipality and which may be accepted by it. The said payment shall be made at the completion of operations in the said gravel pit and in any event not later than December 31 of the year in which the gravel is excavated from the said land.



The Term of this agreement shall be for a period commencing on the date hereof and may end on **December 31, 2019** provided written notice is given six months prior by the Vendor. If the above option is not exercised by the Vendor, this agreement shall continue and remain in full force and effect unless terminated at the end of any calendar year by either party giving at least six months written notice to the other party.

**OTHER TERMS:** ALL REFUSE THAT IS NOT IN MD'S CANSY PILE IS PROPERTY OF VENDOR, IF MD REQUIRES USE OF SUCH REFUSE IT IS TO CONTACT VENDOR.

VENDOR RESERVES RIGHT TO SELL PIT RUN IN SMALL AMOUNTS UP TO 600 yd<sup>3</sup>. ANYTHING OVER THAT AMOUNT NEEDS TO BE DISCUSSED WITH MD FOR RECLAMATION PURPOSES. MD IS ONLY RESPONSIBLE FOR RECLAMATION ON MATERIAL THEY LEAVE.

**IN WITNESSETH WHEREOF**, the Parties hereto have hereunto set their hands and seals the day and year first written.

Signed, Sealed and Delivered by  
the Vendor in the presence of:

  
\_\_\_\_\_

  
\_\_\_\_\_  
**VENDOR**

Signed, Sealed and Delivered by  
The Municipality.

\_\_\_\_\_  
**REEVE**  
  
\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

This agreement is not binding until approved by Resolution of the Council of the Municipal District of Pincher Creek No. 9.

This information is being collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to authorize the purchase of gravel. If you have any questions about this collection of this information contact Wendy Kay at 403-627-3130.



## MD OF PINCHER CREEK

MARCH 6, 2014

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: **Licence of Occupation Process/Procedures**

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**1. Origin**

The Agricultural Service Board, in discussion on current Policy had a brief discussion on the Municipalities License of Occupation process and procedures.

**2. Background:**

The current Licence of Occupation allows for landowners adjacent to the road right of way to apply for and obtain the right to the road right of way, typically to graze cattle. The Licence does not prohibit the public from continuing to travel on the right of way nor does it give exclusive rights to the land owner.

At their March 4, 2014 meeting the Board passed Resolution 14/022.

"Moved that the Agricultural Service Board recommends to Council that Council review the need for a Policy regarding the current Licence of Occupation Process/Procedure.

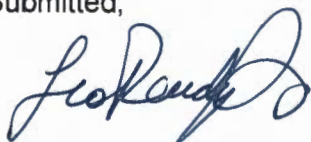
**3. Recommendation:**

THAT the report from the Director of Operations, dated March 6, 2014, regarding Licence of Occupation Process/Procedure be received as information;

AND THAT Council direct Administration initiate a review of the Licence of Occupation Process/Procedure, including reviewing how other jurisdictions manage the process.

Respectfully Submitted,

Leo Reedyk



Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W-Kay* Date: *march 6, 2014*



**you have any questions about the collection of this information contact Wendy Kay at 403-627-3130.**

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

**LICENCE OF OCCUPATION**

**NAME:**

**DATE:**

**IN CONSIDERATION OF THE RECEIPT OF A LICENCE FEE IN THE AMOUNT OF \$ 20.00 PER YEAR AND YOUR AGREEMENT TO INDEMNIFY AND HOLD HARMLESS THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 FROM ANY AND ALL CLAIMS THAT ARISE FROM THE USE OF THAT PROPERTY, THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 HEREBY PERMITS YOU TO USE THE FOLLOWING DESCRIBED ROAD ALLOWANCE FOR \_\_\_\_\_ PURPOSES:**

**LEGAL LIABILITY:**

1. THE LESSEE HEREBY INDEMNIFIES AND HOLDS HARMLESS THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION, INCLUDING PERSONAL INJURY, DEATH AND PROPERTY DAMAGE, THAT ARISES FROM THIRD PARTY USE OF THE ROAD ALLOWANCE, AND WITHOUT RESTRICTING THE GENERALITY OF THE FOREGOING, INDEMNIFIES AND HOLDS HARMLESS THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 FROM ANY AND ALL CLAIMS THAT MAY ARISE AS A RESULT OF THE USE OF THE LEASED LAND BY THE LESSEE FOR GRAZING OF LIVESTOCK.
2. THE LESSEE SHALL OBTAIN LIABILITY INSURANCE OF NOT LESS THAN **TWO MILLION (\$2,000,000.00) DOLLARS** GENERAL PUBLIC LIABILITY INSURANCE 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 AND SHALL INCLUDE LOSSES OCCASIONED OR CAUSED BY LIVESTOCK OF THE LESSEE ON THE SAID ROAD ALLOWANCE.

**THIS LICENCE MAY BE REVOKED OR TERMINATED BY THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 ON 24 HOURS WRITTEN NOTICE GIVEN BY THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 TO THE LESSEE, AND THE LESSEE SHALL IMMEDIATELY CEASE USING THE SAME ROAD ALLOWANCE AND SHALL REMOVE HIS CATTLE FORTHWITH FROM THE SAID ROAD ALLOWANCE, AND THIS AGREEMENT SHALL BE TERMINATED FORTHWITH.**



**AND THE LESSEE(S) ACKNOWLEDGE(S) THAT HE HAS NO CLAIM OF ANY KIND WHATSOEVER IN CONNECTION WITH THE TERMINATION AGAINST THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

**THIS LICENCE IS PERSONAL TO YOU.**

**I/WE AGREE TO THE WITHIN TERMS AND CONDITIONS.**

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Lessee

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

\_\_\_\_\_  
Wendy Kay  
Chief Administrative Officer

## MD OF PINCHER CREEK

MARCH 6, 2014

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TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: **Agricultural and Environmental Services Policy Review  
Recommendations**

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**1. Origin**

The Agricultural Service Board has reviewed the Agricultural and Environmental Services policies as required in the Board's Terms of Reference.

**2. Background:**

The municipalities Policy Manual is undergoing a significant rewrite including formatting to ensure specific information is captured and retained on each policy, including when the policy was approved by Council and each revision following that.

The Municipal District has the following agricultural policies in place:

- 601 Weed Control Policy
- 601A Landowners assuming Responsibility for Weed Control on Municipal Right-of-Ways adjacent to their Property
- 602 Environmental Conservation Policy
- 603 Training and Technology Transfer Policy
- 604 Problem Wildlife Policy
- 605 Livestock Industry Policy
- 606 Administration Policy
- 607 Conservation Program Funding Policy

As part of the review the Agricultural Service Board has made recommendations to separate the function of the Agricultural Service Board from the function of the Agricultural and Environmental Services Department. Additionally the Agricultural Service Board has recommended to delete Policy 603 - Training and Technology Policy and Policy 606 – Administration Policy and to implement a Weed Free Gravel/Aggregate Policy.

The Director of Operations and Agricultural Fieldman have compiled the recommendations for policy revisions into the standard format for final presentation to the Agricultural Service Board at their March 4, 2014. During the Review additional small edits were recommended.

The revised and new Policy's for consideration of the Agricultural Service Board were:

- 601 Weed Control Policy
- 602 Environmental Conservation Policy
- 603 Landowners assuming Responsibility for Weed Control on Municipal Right-of-Ways adjacent to their Property
- 604 Problem Wildlife Policy
- 605 Livestock Industry Policy
- 607 Conservation Program Funding Policy
- 608 Weed Free Gravel/Aggregate Policy

Following their discussion the Board passed Resolution 14/020.

"Moved that draft Policies 601, 602, 603, 604, 605, 607 and 608 be forwarded to Council with the recommendation to be accepted."

The Board went on to discuss other agricultural issues that may be embedded in policy that are not included in agricultural policy including but not limited to Texas gates and soil disturbance. Following the discussion the Board passed Resolution 14/019.

"Moved to make recommendation to Council that when Policies are being reviewed that have implications on agriculture that they be forwarded to the Agricultural Fieldman for review and from there be forwarded to the Agricultural Service Board for review if necessary."

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 6, 2014, regarding Agricultural and Environmental Services Policy Review Recommendations be received as information;

AND THAT Council approve the Agricultural and Environmental Services Policies:

- 601 Weed Control Policy
- 602 Environmental Conservation Policy
- 603 Landowners assuming Responsibility for Weed Control on Municipal Right-of-Ways adjacent to their Property

- 604 Problem Wildlife Policy
- 605 Livestock Industry Policy
- 607 Conservation Program Funding Policy
- 608 Weed Free Gravel/Aggregate Policy

AND FURTHER THAT Council forward Policies that are being reviewed that have implications on agriculture to the Agricultural Fieldman for review and from there they be forwarded to the Agricultural Service Board for review if necessary.”

Respectfully Submitted,

Leo Reedyk



Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 6, 2014*



# MUNICIPAL DISTRICT OF PINCHER CREEK

## POLICY

601

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**TITLE: WEED CONTROL POLICY**

**Approved by Council:**

**Date: March 25, 1997**

**Revised by Council:**

**Date:**

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### **Purpose:**

The Agricultural and Environmental Services Department is responsible for developing and delivering an effective weed control program in the Municipal District of Pincher Creek. This will be accomplished by following the guidelines and recommendations of the *Alberta Weed Control Act*, the *Alberta Agricultural Service Board Act*, and the *Alberta Environmental Protection and Enhancement Act*.

The Department is responsible for weed control on all municipally owned lands, including right-of-ways, gravel pits, Municipal Reserves, bed & shore of waterways, and Environmental Reserves (as designated by Municipal Council).

The Department staff will conduct a weed inspection and enforcement program on private land, Crown land, transportation corridors, and industrial sites. In all cases, the landowner is responsible for weed control. Any control measures taken by Department staff on these lands are to be done on a cost recovery basis.

### **Objectives:**

The Weed Control Program's Objectives are to:

- Protect the agricultural productivity of land.
- Prevent the introduction and spread of Prohibited Noxious and Noxious weeds as outlined in the *Alberta Weed Control Act*.
- Eradicate Prohibited Noxious weeds as outlined in the *Alberta Weed Control Act*.

---

The Agricultural Fieldman (supervisor), Assistant Agricultural Fieldman, Weed Inspectors, and Roadside Spray Crews will work together to carry out the following:

**Legislated Responsibilities:**

- Destroy, or cause to be destroyed, any Prohibited Noxious weeds as outlined under the *Alberta Weed Control Act* or local Municipal Bylaw;
- Control, or cause to be controlled, any Noxious weeds as outlined under the *Alberta Weed Control Act* or local Municipal Bylaw. Council may designate certain Noxious and/or other weed species as priority concerns from year to year at their discretion.
- Properly document and map all weed infestations and activities. Pesticide applicator files must be kept for ALL applications.

**Other Responsibilities:**

- For the control of Prohibited Noxious and Noxious weeds on small acreage areas, premixed herbicides are available on a cost recovery basis at the discretion of the Agricultural Fieldman.
- Promote education and awareness of proper chemical, mechanical, biological, cultural and integrated weed management techniques.
- Demonstrate weed identification techniques.
- Work in cooperation with neighboring jurisdictions to promote and encourage weed control outside our municipal boundaries (for example; Crowsnest Pass).
- Work in cooperation with industry to develop an effective weed control strategy both within and beyond our municipal boundaries.
- Work in cooperation with Alberta Agriculture & Rural Development and Agriculture & Agri-Food Canada research scientists to provide local plots for weed and herbicide demonstrations, as well as technology transfer.
- Provide recommendations for grass seed mixes to reclaim bare ground or disturbed areas, insisting upon and promoting a good seed mix and a Certificate of Seed Analysis.
- Conduct regular inspections of the local Seed Cleaning Plant.
- When requested by the Pincher Creek Seed Cleaning Plant Board, one member of the Agricultural Service Board may sit as an observer.

**Pesticide Container Collection:**

A temporary site for empty pesticide container is maintained at the Pincher Creek Airport. The site is regularly inspected and certified as safe by the Pesticide Management Branch of Alberta Environment and Sustainable Resource Development from Lethbridge. The storage trailer at the site is periodically emptied at the Crowsnest Pincher Creek Landfill disposal site for pesticide containers where they are shredded and sent for recycling.

**Legal Requirements:**

Involves acquiring permits for chemical application, handling, & storage of materials, in accordance with the applicable legislation.

The Agricultural Fieldman is a member of the Industrial Vegetation Manager's Association of Alberta (IVMAA), an industry driven group of both private and public organizations involved in industrial vegetation control. Their publication Industry Standards and Good Practices is this department's guide for fulfilling legal requirements associated with vegetation control. A copy is available for viewing at the Agricultural Fieldman's office.

**Related Legislation:**

*Federal Pest Control Products Act*

*Alberta Agricultural Service Board Act*

*Alberta Weed Control Act*

*Alberta Environmental Protection & Enhancement Act*

## MUNICIPAL DISTRICT OF PINCHER CREEK

### POLICY

602

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**TITLE: ENVIRONMENTAL CONSERVATION POLICY**

**Approved by Council:**

**Date: March 25, 1997**

**Revised by Council:**

**Date:**

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#### **Purpose:**

The Agricultural and Environmental Services Department is committed to support and promote agricultural practices that consider conservation issues involving and affecting agriculture. Programs in this area will stress technology transfer regarding the following principles:

- Soil conservation practices dealing with soil erosion and declining organic matter.
- Adequate water quality and quantity.
- Technical support to facilitate a more sustainable agricultural operation.
- Proper range management principles and techniques.

Awareness and educational programs will be implemented to proactively promote agricultural sustainability to producers, students, and the general public.

#### **Legislated Responsibilities:**

The Agricultural Fieldmen are enforcement officers under the *Alberta Soil Conservation Act*, and will exercise enforcement at their discretion. The *Alberta Environmental Protection & Enhancement Act* will be used as a guideline when advising ratepayers on matters pertaining to environmental protection, especially in the area of reclamation.

#### **Other Responsibilities:**

1. Inspection & documentation of soil erosion areas.
  2. Promote proactive measures, which could include stubble management, minimum tillage, range management, and water improvement strategies.
-



3. Awareness & education accomplished through direct resident contact in the field, information meetings, the media, municipal web site, at the annual trade fair, and by working with schools. Coordinate with other organizations on education.
4. Alberta Agriculture and Rural Development program assistance - our role involves assistance in the distribution of trees, and providing order forms to residents. We also provide access to tree planting equipment.
5. Coordinate the operation of the municipality's dams with residents.
6. Maintain a record of and monitor environmental issues within the municipality.
7. Facilitator for various issues relating to agriculture and the environment.

**Related Provincial Legislation:**

- *Alberta Agricultural Service Board Act*
- *Alberta Soil Conservation Act*
- *Alberta Environmental Protection & Enhancement Act*
- *Alberta Water Act*

MUNICIPAL DISTRICT OF PINCHER CREEK

POLICY

603

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**TITLE: LANDOWNERS ASSUMING RESPONSIBILITY FOR WEED CONTROL ON MUNICIPAL RIGHT-OF-WAYS ADJACENT TO THEIR PROPERTY**

**Approved by Council:**

**Date: April 13, 1999**

**Revised by Council:**

**Date:**

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**Background:**

The Municipal District of Pincher Creek is responsible for the effective management, on municipal lands, of designated Prohibited Noxious and Noxious weed species under the *Alberta Weed Control Act*, and other weeds elevated to such status by Municipal District bylaws, and as such, carry out an annual integrated weed management program (including, but not limited to, appropriate herbicide treatments for these weeds) on municipal roadside right-of-ways (ROW).

The Municipal District recognizes certain landowners are opposed to herbicide treatments on municipal ROW adjacent to their private property. In an effort to respond to these concerns, the Municipal District may provide opportunity for these landowners to enter into an annual conditional agreement (as described below) whereby they assume responsibility to control weeds on behalf of the Municipal District in designated and appropriately signed municipal ROW adjacent to their private property.

The Municipal District maintains the right to refuse to enter into conditional agreements with any adjacent landowner to manage weeds on municipal ROW, and may cancel an existing agreement under this policy at any time to ensure appropriate weed control actions (including herbicide treatment as required) are implemented on these areas, as required by provincial law under the *Alberta Weed Control Act*, or related municipal bylaw.

**Municipal District of Pincher Creek's Responsibilities under This Policy & Related Agreements:**

- Make available signage designating that the landowner adjacent to the municipal ROW is responsible for weed control in the municipal ROW.
- Provide an annually signed agreement under this policy as a method of recording all municipal ROW's that will have weeds being controlled by the adjacent landowner.

- 
- Periodically inspect the municipal ROW under this policy and related agreements for any designated Prohibited Noxious and/or Noxious weed species under the *Alberta Weed Control Act* or related municipal bylaws, to ensure these weeds are being controlled to the satisfaction of the municipality.
  - If weed control in the municipal ROW is unsatisfactory at the time of inspection, municipal staff will attempt to make contact with adjacent landowner responsible for weed control in the municipal ROW.
  - If adequate weed control is not carried out within 10 days of municipal inspection records and landowner contact of the weeds in the municipal ROW, municipal staff or designated contractors will carry out control of these weeds using any means deemed necessary by the Municipal District of Pincher Creek, including herbicide treatment.
  - If a municipal ROW under agreement as per this policy is inadvertently or intentionally treated with herbicide by municipal staff or designated contractors, the adjacent landowner will be notified as soon as practically possible, but the Municipal District of Pincher Creek will not offer compensation for any impacts to a landowner organic certification resulting from herbicide application in the municipal ROW.
  - Annually, or as required, review and either renew or cancel agreements under the policy.

**Landowner Responsibilities under This Policy & Related Agreements:**

- Provide the Municipal District of Pincher Creek with a written, legal description of their property adjacent to a municipal ROW for which they wish to assume weed control responsibilities under this policy.
- Sign the agreement describing the areas for which they have agreed to carry out weed control.
- Securely and prominently erect/maintain signage as provided by the municipality as described above to the fences bordering the municipal ROW and the adjacent land.
- Signs provided to designate areas covered under this policy and related agreements are the property of the Municipal District of Pincher Creek, and are not to be altered in any way.
- Signs provided will be mounted by the landowner in a manner that displays them facing the adjacent municipal ROW, to ensure visibility from all access points to the municipal ROW.
- Control designated Prohibited Noxious and/or Noxious weed species under the *Alberta Weed Control Act*, or related municipal bylaws, in the municipal ROW adjacent to their property to the satisfaction of the Municipal District of Pincher Creek.
- Understand this policy & related agreements do not grant permission to use the municipal ROW as any portion of "setback" to comply with organic certification standards.
- Understand the Municipal District of Pincher Creek will not offer compensation for any impacts to a landowner organic certification resulting from herbicide application in the municipal ROW.
- Understand this policy and related agreements are subject to review annually or as required, which may result in renewal or cancellation of agreements at the Municipal District of Pincher Creek's discretion.



**Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to Their Property**

**Policy 603**

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**AGREEMENT BETWEEN  
THE MUNICIPAL DISTRICT OF PINCHER CREEK #9  
AND  
ADJACENT LANDOWNER NAMED BELOW**

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**First Name(s)**

**Last Name(s)**

---

**Mailing Address (House/Street/Apt/P.O. Box Number, Town, Province, Postal Code)**

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**Home (h)/Business (b)/Cell (c) phone numbers**

**email address**

The above parties agree that the adjacent landowner named above and signed below will install & maintain signage as provided by the municipality, and will adequately control all Prohibited Noxious and Noxious weeds under the *Alberta Weed Control Act*, and related municipal bylaws, to the satisfaction of the Municipal District of Pincher Creek, in the municipal right-of-ways (ROW) immediately adjacent to the legal land description(s) described below:

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The above to be carried out as per specific responsibilities described under Municipal District of Pincher Creek Policy #603 - Landowners Assuming Responsibility for Weed Control in Municipal Right-Of-Ways Adjacent to Their Property. This agreement becomes null and void on October 31<sup>st</sup> of the calendar year signed or upon the date of notification of cancellation by either party, whichever comes first.

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**DATE AGREEMENT SIGNED**

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**I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER**

---

**I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER**

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**I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER**

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**AGRICULTURAL FIELDMAN, MD OF PINCHER CREEK**

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**DIRECTOR OF OPERATIONS, MD OF PINCHER CREEK**



**MUNICIPAL DISTRICT OF PINCHER CREEK**

**POLICY**

604

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**TITLE:        PROBLEM WILDLIFE POLICY**

**Approved by Council:**

**Date: March 25, 1997**

**Revised by Council:**

**Date:**

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**Purpose:**

The Agricultural and Environmental Services Department is committed to providing area producers with a program of selected problem wildlife control. Administered by the Agricultural Fieldmen and Assistant Agricultural Fieldmen, the program involves consultation with producers on selected problem wildlife, and, if practical, recommendations to remedy the situation. The program runs with the assistance and cooperation of the Problem Wildlife Division of Alberta Agriculture and Rural Development (AARD) and Alberta Environment Sustainable Resource Development (AESRD).

**Wherever possible, our policy encourages changes in management practice to discourage the conflict with problem wildlife. Poisons are used rarely, and are administered under the guidelines of the *Pest Control Products Act*.**

**Predator Management:**

The Agricultural Fieldmen investigate livestock losses or harassment.

The Fieldmen will:

- Provide information to residents on control of coyotes;
- When necessary, set or provide control devices, and document them for reporting to AARD;
- When the Fieldmen perceives that the livestock predation has been caused by animals other than coyotes, they will turn the matter over to authorities from Alberta Environment and Sustainable Resource Development;
- Assist residents with program information to mitigate large carnivore issues.

**Pest Management:**

The Agricultural Fieldmen assist producers with advice on minimizing the effects of pocket gophers, skunks, rats, beavers, badgers, certain nuisance birds, warbles, and other pests as outlined in the *Alberta Agricultural Pests Act*.

- Rental of skunk, raccoon, and pocket gopher traps;
- information given for problem wildlife control;
- problem bird control strategies;
- raccoon control methods;
- spread awareness to watch for Norway rats;
- monitor for warble infestations;
- monitoring land within the municipality for Fusarium Head Blight (*Fusarium graminearum*).

**Survey:**

The Agricultural Fieldmen provide annual survey data to Agriculture & Agri-Food Canada and Alberta Agriculture Rural Development. These include Blackleg of Canola disease checks, Grasshopper counts (in each township of the M.D.) & others as they come up during the year.

**Awareness & Education:**

Accomplished through direct resident contact in the field, information meetings, the media, web site, newsletter, at the annual trade fair, and by working with schools. The Agricultural and Environmental Services Department coordinates with AARD and AESRD on problem wildlife education.

**Related Provincial Legislation:**

*Alberta Agricultural Service Board Act*  
*Alberta Agricultural Pests Act*  
*Alberta Pest Control Products Act*

# MUNICIPAL DISTRICT OF PINCHER CREEK

## POLICY

605

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**TITLE: LIVESTOCK INDUSTRY POLICY**

**Approved by Council:**

**Date: March 25, 1997**

**Revised by Council:**

**Date:**

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### **Purpose:**

The Agricultural and Environmental Services Department is committed to providing service to the local livestock industry through the provision of specialized equipment rentals and signage, by working with officials from Alberta Agriculture and Rural Development (AARD) to facilitate the prevention and control of livestock disease, and by facilitating access to the latest innovations, technologies, and experts in the livestock industry.

### **Enforcement:**

Under the direction of AARD, the Department assists in facilitating prevention and control of certain livestock diseases and selected pests if the need for such measures arise.

### **Livestock Equipment:**

The Municipal District makes specialized portable handling equipment available to livestock producers on a cost recovery rental basis. Current equipment is as follows:

- Livestock Weighing Scale (Electronic)
- Livestock Loading Chute
- Livestock Corral Panels
- Livestock Squeeze

**Awareness & Education:**

Accomplished through direct resident contact in the field, information meetings, the media, web site, newsletter, at the annual trade fair, and by working with schools.

**Cattle Drive Signs:**

Cattle Drive signs are provided free of charge to producers moving livestock on or across Municipal District or Provincial roads. Aims to improve safety for livestock, ranchers, and motorists during this common chore.

**Related Legislation:**

*Alberta Animal Health Act*



## MUNICIPAL DISTRICT OF PINCHER CREEK

### POLICY

607

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**TITLE: CONSERVATION PROGRAM FUNDING POLICY**

**Approved by Council:**

**Date: June 12, 2007**

**Revised by Council:**

**Date:**

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#### **Background:**

“Sustainable agriculture” and “Respect for the natural environment” are identified in the Municipality’s Vision and Mission Statements as key elements to be considered when serving our citizens. Wishing to support local conservation and sustainable development initiatives, Council adopts the following policy regarding support of conservation efforts within the municipality, and where applicable, with neighbouring jurisdictions.

#### **Definition:**

For the purpose of this policy, conservation means practices that protect water quantity and quality, both surface and ground, and/or encourage environmentally sound land stewardship.

#### **General:**

- It is Council’s intention to establish and maintain a Conservation Project Fund to be accessed as described under this policy.
- Funding for conservation projects will be provided to groups and organizations only, not to individuals.
- Each year, as part of their budget process, Council will fix the amount to be allocated under this policy.
- The decision as to the amount of funds granted or whether funds are granted in any given year is at the sole discretion of Council.

- Conservation Project Funding is not intended to replace funding from provincial, federal or other agencies. Therefore, applicants will be expected to advise if they are either receiving or seeking grants or funding from other sources.
- Capital equipment funded under this policy would become the property of the applicant. Generally, the municipality does not wish to acquire an inventory of this type of equipment.

**Project Criteria:**

- Council will consider applications under this policy for capital or operating funding for conservation projects.
- Projects are required to demonstrate benefit to the municipality as a whole.
- Applications are to be submitted in detail to the Municipal District by mail or email.
- All applications will include a description of the project, an implementation plan, capital equipment required, if any, anticipated impact on the environment, benefits to the environment in the short term and long term, proposed maintenance plan for the project.
- Applicants will provide details on whether funding is being sought or received from provincial, federal or other sources.
- If the application is for operating funding, a description, in detail of what operating costs will be covered.
- Applicants granted funding under this policy are expected to provide progress or project completion reports in a manner and frequency prescribed by Council.

## MUNICIPAL DISTRICT OF PINCHER CREEK

### POLICY

608

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**TITLE: WEED FREE GRAVEL / AGGREGATE POLICY**

**Approved by Council:**

**Date: New**

**Revised by Council:**

**Date:**

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#### **Summary**

The Municipal District of Pincher Creek is responsible for the effective management, on municipal lands, of designated prohibited noxious and noxious weed species under the *Alberta Weed Control Act; Weed Control Regulation*, and other weeds elevated to such status by Municipal District bylaws, and as such, carry out an annual integrated weed management program (including, but not limited to, appropriate herbicide treatments for these weeds) on municipal roadside right-of-ways (ROW), gravel pits, municipal reserves and environmental reserves.

With that in mind, the Agricultural and Environmental Services Department wants to be part of the decision of where the municipality distributes its gravel from, in order to control the spread of weeds from gravel pits.

Annual inspection(s) of all municipal gravel pits/aggregate sources may ensure all gravel, pit run, and aggregate products used within the municipal boundaries comes from a municipally inspected gravel pit to assist in preventing the spread of invasive plants; (*Weed Control Act Part 1: 4(1) and 5(1)*).

#### **Background**

The Municipal District of Pincher Creek No. 9 has approximately 900 kms of gravel roads to maintain. Most roads are re-gravelled every three years (MD Draft Policy Road Maintenance) which makes taking this step important in the areas of not only weed control, but in budgeting and yearly costs as well. Once a weed is established, a minimum of 3-5 years is required to get rid of it.

**Requirements**

There are four basic requirements to carrying out an effective policy.

- Yearly Inspections – depending on the weed species, there could be as many as four or five different inspections/control per year.
- Program of Integrated Weed Management, with chemical control being the most used component as noxious weed species often flourish in gravel pits, which are highly disturbed areas.
- Communication between all departments of the municipality so that a known weed infestation is not spread from a gravel pit with a viable alternative.
- Communication to anyone in the municipality that may be using gravel from a pit within our borders.

**Resources**

The Agricultural Fieldman will allocate the appropriate resources to implement this policy. Annually the Fieldman will;

- Designate a crew to inspect each gravel pit.
- Implement an Integrated Control Strategy for each pit, providing all the tools to each crew necessary to carrying out effective control.
- Maintain a list of all Prohibited Noxious and Noxious weeds (as represented in the Weed Act and as locally elevated species) present in the pit.
- Do a minimum of one annual inspection of all gravel pits/aggregate sources in the municipality, and two annual inspections of municipal gravel/aggregate sources and private gravel pits/aggregate sources seeking 'Weed Free' status.
- Communicate all information to Public Works, Municipal Administration and whoever else makes an inquiry as to the status of their purchased gravel in the MD of Pincher Creek.



Municipal District of Pincher Creek #9 – Certificate of Inspection yy/mm/dd

Inspections (consecutive years)

First Year \_\_\_ Second Year \_\_\_ Third Year \_\_\_ Fourth Year \_\_\_ Five or more years (specify) \_\_\_\_\_.

Weed Free (consecutive years)

One Year \_\_\_ Two Years \_\_\_ Three Years \_\_\_ Four Years \_\_\_ Five or more years (specify) \_\_\_\_\_.

Present Year Data:

Pit Operator \_\_\_\_\_ Phone #'s \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_ - \_\_\_\_\_

Pit Owner \_\_\_\_\_ Phone #'s \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_ - \_\_\_\_\_

Pit Name & Location \_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ Sec. \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ Wof \_\_\_\_\_

Material Description (App.#2) \_\_\_\_\_

Weeds present \_\_\_\_\_

Certificate Class\*

A. \_\_\_ EXCEEDS requirements and certification standards and all gravel/borrow material has no non-native plants noted, and no seed set, in the last \_\_\_ years (4 minimum).

B. \_\_\_ MEETS requirements and certification standards. This gravel/borrow material contains variable amounts of annual weeds BUT contains no Prohibited Noxious or Noxious weeds (as per Alberta Weed Act, and locally elevated weeds).

Weeds Noted: \_\_\_\_\_

C. \_\_\_ MINIMUM requirements and certification standards are met. This gravel/borrow material contains no Prohibited Noxious weeds BUT has variable amounts of Noxious weed species which were immature, (no viable seed) when treated to prevent seed formation. These plant parts, although not usually desirable in the gravel/borrow material, are considered unable to begin new infestations.

Weeds Noted: \_\_\_\_\_

D. \_\_\_ FAILED – Contained Prohibited Noxious weeds, had significant populations of Prohibited Noxious weeds go to seed in the last 3 years, had large concentrations of Noxious weeds present, or other, as explained.

Explanation: \_\_\_\_\_

Date Certified: \_\_\_\_\_ Inspector's Signature \_\_\_\_\_

Dates Inspected: \_\_\_\_\_

\*Based on NAISMA (North American Invasive Species Management Agency) Weed Free Gravel Levels of Certification

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**DISCLAIMER**

Due to the disturbed nature of the areas used for gravel/sand/borrow materials, there will be weed and weed seed present in any area certified in this process. Open soils are subject to exposure to weed seeds from uncontrolled machinery and circumstances. While all attempts to control the entry of weed seeds is taken for the 'Class A' certification, there is still the possibility of contamination from other sources, including but not limited to:

- i) all machines associated with the movement of soils and aggregate materials, and all machines used in the gravel crushing process;
- ii) vehicles used in the sale and transport of saleable materials;
- iii) windblown seeds;
- iv) waterborne seeds;
- v) seeds borne by the natural passage of wildlife through the area.

This program is put in place as a 'best practices' procedure, and is carried out with the intention to do everything possible to reduce the amount of seed spread by the movements of the materials in Appendix #2.

**REQUIREMENTS**

All Municipal District gravel pits and pit materials should be certified to Municipal District Policy 608 standards and inspected by Agricultural and Environmental Services Department officials. Inspection shall include, but not be limited to, surrounding ditches, top soil piles, gravel/sand piles, fence rows, roads, easements and right-of-ways, working areas, storage areas and a buffer zone surrounding the area. Certification shall be based on a reasonable and prudent visual inspection. Any private gravel pits wishing to be certified to these municipal standards of 'Weed Free Gravel' may sign up through the Agricultural and Environmental Services Department to be listed as participants in this program.

This certificate expires one year after date certified or if Prohibited Noxious weeds are detected by an inspector, at any time, in the crush pile, sand pile, borrow materials, pit run or direct access roads.

**CERTIFICATION STANDARDS**

All certified pits will be inspected at a minimum of once per year by a qualified inspector to ensure that:

- i) there are no growing Prohibited Noxious (PN) or Noxious (N) weeds,
- ii) the spraying and picking of any PN or N weeds is done, with the intent of eradication,
- iii) the spraying or picking of any non-listed or annual weeds (as listed in Appendix #1),
- iv) that all Municipal District equipment entering a Certified 'Weed Free' gravel pit from a non-certified pit, be cleaned of all soil and aggregate materials.

Things NOT done include:

- i) inspection of machinery entering and exiting to guarantee the absence of soil borne weed seeds;
- ii) inspection of materials for the presence or absence of wind or water borne weed seeds.

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**APPENDIX #1 (weeds not listed in the Alberta Weed Act to be controlled if possible) –**  
Bladder Campion, Kochia.

**APPENDIX #2 (List of materials to be certified) –** all aggregate materials (ie; crushed gravel, sand, pit run) or borrow materials (subsoil & topsoil piles).



# Existing Policy's

## **601 WEED CONTROL POLICY**

The Agricultural Service Board is responsible for developing and delivering an effective weed control program in the Municipal District of Pincher Creek. This will be accomplished by following the guidelines and recommendations of the Alberta Weed Control Act, the Alberta Agricultural Service Board Act, and the Alberta Environmental Protection and Enhancement Act.

The Agricultural Service Board is responsible for weed control on all municipally owned lands, including right-of-ways, gravel pits, Municipal Reserves, bed & shore of waterways, and Environmental Reserves (as designated by M.D. Council).

The Agricultural Service Board staff will conduct a weed inspection and enforcement program on private land, Crown land, transportation corridors, and industrial sites. In all cases, the landowner is responsible for weed control. Any control measures taken by ASB crews on these lands are to be done on a cost recovery basis.

### **Objectives:**

The Weed Control Program's Objectives are to:

- 1) Protect the agricultural productivity of land.
- 2) Prevent the introduction and spread of Restricted and Noxious weeds as outlined in the Alberta Weed Control Act.

The Agricultural Fieldman (supervisor), Assistant Agricultural Fieldman, Weed Inspectors, and Roadside Spray Crews shall work together to carry out the following:

### **Legislated Responsibilities:**

1. Destroy, or cause to be destroyed, any Restricted weeds as outlined under the Weed Control Act or local Municipal Bylaw;
2. Control, or cause to be controlled, any Noxious weeds as outlined under the Weed Control Act or local Municipal Bylaw. The Agricultural Service Board may designate certain Noxious and/or other weed species as priority concerns from year to year at their discretion.
3. Properly document all weed infestations and activities. Pesticide applicator files must be kept for ALL applications.

### **Other Responsibilities:**

1. Make available properly maintained and calibrated truck-mounted sprayers to the ratepayers on a cost recovery basis.



## **601 WEED CONTROL POLICY (CONTINUED)**

### **Other Responsibilities (continued):**

2. For the control of Restricted and Noxious weeds on small acreage areas, herbicides and backpack sprayers are available on a cost recovery basis at the discretion of the Agricultural Fieldman.
3. Promote education and awareness of proper chemical and/or cultural weed control methods & timing.
4. Demonstrate weed identification techniques.
5. Work in cooperation with other jurisdictions to promote and encourage weed control outside our municipal boundaries.
6. Work in cooperation with private industry to develop an effective weed control strategy both within and beyond our municipal boundaries
7. Work in cooperation with Alberta Agriculture, Food, & Rural Development and Agriculture & Agri-Food Canada research scientists to provide local plots for weed and herbicide demonstrations, as well as technology transfer.
8. Provide recommendations for grass seed mixes to reclaim bare ground or disturbed areas, insisting upon and promoting a good seed mix and a Certificate of Seed Analysis.
9. Conduct regular inspections of the local Seed Cleaning Plant. One ASB member sits on the Seed Cleaning Plant Board.

### **Related Legislation:**

Alberta Weed Control Act

## **601A – LANDOWNERS ASSUMING RESPONSIBILITY FOR WEED CONTROL ON MUNICIPAL RIGHT-OF-WAYS (ROW) ADJACENT TO THEIR PROPERTY**

The Municipal District of Pincher Creek is responsible for the effective management, on municipal lands, of designated prohibited noxious and noxious weed species under the *Alberta Weed Control Act (2010 revision)*, and other Weeds elevated to such status by MD bylaws, and as such, carry out an annual integrated weed management program (including, but not limited to, appropriate herbicide treatments for these weeds) on municipal roadside right-of-ways (ROW).

The MD of Pincher Creek recognizes certain landowners are opposed to herbicide treatments on municipal ROW adjacent to their private property. In an effort to respond to these concerns, the MD of Pincher Creek may provide opportunity for these landowners to enter into an annual conditional agreement (as described below) whereby they assume responsibility to control weeds on behalf of the MD of Pincher Creek in designated and appropriately signed municipal ROW adjacent to their private property.

**The MD of Pincher Creek maintains the right to refuse to enter into conditional agreements with any adjacent landowner to manage weeds on municipal ROW, and may cancel an existing agreement under this policy at any time to ensure appropriate weed control actions (including herbicide treatment as required) are implemented on these areas, as required by provincial law under the *Alberta Weed Control Act (2010)*, or related municipal bylaw.**

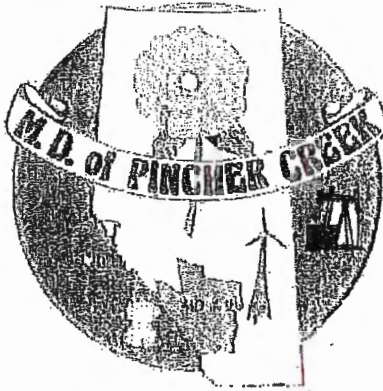
### **MD of Pincher Creek's Responsibilities Under This Policy & Related Agreements:**

- Make available signage designating that the landowner adjacent to the municipal ROW are responsible for weed control in the municipal ROW.
- Provide an annually signed agreement under this policy as a method of recording all municipal ROW that will have weeds being controlled by the adjacent landowner.
- Periodically inspect the municipal ROW under this policy and related agreements for any designated Prohibited Noxious and/or Noxious weed species under the *Alberta Weed Control Act (2010)* or related municipal bylaws, to ensure these weeds are being controlled to the satisfaction of the municipality.
- If weed control in the municipal ROW is unsatisfactory at the time of inspection, municipal staff will attempt to make contact with adjacent landowner responsible for weed control in the municipal ROW.
- If adequate weed control is not carried out within 10 days of municipal inspection records and landowner contact of the weeds in the municipal ROW, municipal staff or designated contractors will carry out control of these weeds using any means deemed necessary by the MD of Pincher Creek, including herbicide treatment.
- If a municipal ROW under agreement as per this policy is inadvertently or intentionally treated with herbicide by municipal staff or designated contractors, the adjacent landowner will be notified as soon as practically possible, but the MD of Pincher Creek will not offer compensation for any impacts to a landowner organic certification resulting from herbicide application in the municipal ROW.
- Annually (or as required) review and either renew or cancel agreements under the policy.

### **Landowner Responsibilities Under This Policy & Related Agreements:**

- Provide the MD of Pincher Creek with a written, legal description of their property adjacent to a municipal ROW for which they wish to assume weed control responsibilities under this policy.
- Sign the agreement describing the areas for which they have agreed to carry out weed control.
- Securely and prominently erect/maintain signage as provided by the MD of Pincher Creek as described above to the fences bordering the municipal ROW and the adjacent land.
- Signs provided to designate areas covered under this policy and related agreements are the property of the MD of Pincher Creek, and are not to be altered in any way.
- Signs provided will be mounted by the landowner in a manner that displays them facing the adjacent municipal ROW, to ensure visibility from all access points to the municipal ROW.
- Control designated Prohibited Noxious and/or Noxious weed species under the *Alberta Weed Control Act (2010)*, or related municipal bylaws, in the municipal ROW adjacent to their property to the satisfaction of the MD of Pincher Creek.
- Understand this policy & related agreements do not grant permission to use the municipal ROW as any portion of "setback" to comply with organic certification standards.
- Understand the MD of Pincher Creek will not offer compensation for any impacts to a landowner organic certification resulting from herbicide application in the municipal ROW.
- Understand this policy and related agreements are subject to review annually or as required, which may result in renewal or cancellation of agreements at the MD of Pincher Creek's discretion.





**AGREEMENT BETWEEN  
THE MUNICIPAL DISTRICT OF PINCHER CREEK #9  
AND  
ADJACENT LANDOWNER NAMED BELOW**

\_\_\_\_\_  
First Name(s) Last Name(s)

\_\_\_\_\_  
Mailing Address (House/Street/Apt/P.O. Box Number, Town, Province, Postal Code)

\_\_\_\_\_  
Home (h)/Business (b)/Cell (c) phone numbers email address

***The above parties agree that the adjacent landowner named above and signed below will install & maintain signage as provided by the MD of Pincher Creek, and will adequately control all Prohibited Noxious and Noxious weeds under the Alberta Weed Control Act (2010), and related municipal bylaws, to the satisfaction of the MD of Pincher Creek, in the municipal right-of-ways (ROW) immediately adjacent to the legal land description(s) described below:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***The above to be carried out as per specific responsibilities described under MD of Pincher Creek Policy #601A - Landowners Assuming Responsibility For Weed Control In Municipal Right-Of-Ways (ROW) Adjacent To Their Property. (See Reverse) This agreement becomes null and void on October 31<sup>st</sup> of the calendar year signed or upon the date of notification of cancellation by either party, whichever comes first.***

\_\_\_\_\_  
DATE AGREEMENT SIGNED

\_\_\_\_\_  
I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER

\_\_\_\_\_  
I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER

\_\_\_\_\_  
I HAVE READ AND FULLY UNDERSTAND - SIGNATURE OF LANDOWNER

\_\_\_\_\_  
AGRICULTURAL FIELDMAN, MD OF PINCHER CREEK

\_\_\_\_\_  
DIRECTOR OF OPERATIONS, MD OF PINCHER CREEK

## **602 CONSERVATION POLICY**

The Agricultural Service Board is committed to support and promote agricultural practices that consider conservation issues involving and affecting agriculture. Programs in this area will stress technology transfer regarding the following principles:

- \* Soil conservation practices dealing with soil erosion & declining organic matter.
- \* Adequate water quality and quantity.
- \* Technical support to facilitate more sustainable agriculture.
- \* Proper range management principles and techniques.

Awareness and educational programs will be implemented to proactively promote agricultural sustainability to producers, students, and the general public.

### **Legislated Responsibilities:**

The Agricultural Fieldmen are the enforcement officers under the Alberta Soil Conservation Act, and will exercise enforcement at their discretion. The Environmental Protection & Enhancement Act will be used as a guideline when advising ratepayers on matters pertaining to environmental protection, especially in the area of reclamation.

### **Other Responsibilities:**

1. Inspection & documentation of soil erosion areas.
2. Promote proactive measures, which could include stubble management, minimum tillage, range management, and water improvement strategies.
3. Awareness & education accomplished through direct ratepayer contact in the field, information meetings, the media, newsletters, at the annual trade fair, and by working with schools. Coordinate with Alberta Agriculture, Food, & Rural Development on education.
4. Alberta Agriculture, Food, & Rural Development & Prairie Farm Rehabilitation Administration (PFRA) Shelterbelt program assistance - our role involves assistance in the distribution of trees, and providing order forms to ratepayers. We also provide access to tree planting equipment
5. Facilitator for various issues relating to agriculture and the environment.

### **Related Provincial Legislation:**

Alberta Soil Conservation Act  
Alberta Environmental Protection & Enhancement Act



### **603 TRAINING & TECHNOLOGY TRANSFER POLICY**

The Agricultural Service Board is committed to an ongoing program of training and technology transfer to keep local ratepayers informed on the latest developments in agriculture. The goal will be to present this information in a timely, relevant, and practical manner.

#### **Training:**

1. Primarily involves the Agricultural Fieldmen, but should be practiced by all ASB members as often as time and budgets permit.
2. **AAAF - The Association of Alberta Agricultural Fieldmen:** The Agricultural Fieldmen are required to attend regional and provincial meetings and training conferences in order to fulfil their professional qualifications and responsibilities of their Association. These are valuable both for the Fieldmen and local ratepayers, as it keeps the Fieldmen current and provides opportunities for them to bring the latest in agricultural information back to our community.
3. **All ASB members** are expected to attend field days, training seminars, and conferences dealing with issues and topics related to ASB programs.
4. Subscriptions to periodicals and literature involving agriculture

#### **Technology Transfer:**

All ASB members, especially the Agricultural Fieldmen, should strive to communicate the above information to local ratepayers at every opportunity.

## **604 PROBLEM WILDLIFE POLICY**

The Agricultural Service Board is committed to providing ratepayers with a program of selected problem wildlife control. Administered by the Agricultural Fieldmen, the program involves consultation with ratepayers on selected problem wildlife, and, if practical, recommendations to remedy the situation. The program runs with the assistance and cooperation of the Problem Wildlife Division of Alberta Agriculture, Food & Rural Development (AAF&RD).

**Wherever possible, our policy encourages changes in management practice to discourage the conflict with problem wildlife. Poisons are used rarely, and are administered under the guidelines of the Pest Control Products Act.**

### **Predator Management:**

The Agricultural Fieldmen investigate livestock losses or harassment.

The Fieldmen will:

- \* Provide information to ratepayers on control of coyotes
- \* When necessary, set or provide control devices, and document them for reporting to AAF&RD
- \* When the Fieldmen perceive that animals other than coyotes have caused the livestock predation, they will turn the matter over to Alberta Environment.

### **Pest Management:**

The Agricultural Fieldmen assist ratepayers with advice on minimizing the effects of pocket gophers, skunks, rats, beavers, badgers, certain nuisance birds, warbles, and other pests as outlined in the Agricultural Pests Act. This assistance includes:

- sale of skunk and pocket gopher traps
- information given for problem wildlife control
- problem bird control strategies
- spread awareness to watch for Norway rats
- monitor for warble infestations

### **Awareness & Education:**

Accomplished through direct ratepayer contact in the field, information meetings, the media, newsletters, at the annual trade fair, and by working with schools. The ASB coordinates with AAF&RD on problem wildlife education.

### **Related Provincial Legislation:**

Agricultural Pests Act  
Pest Control Products Act

## **605 LIVESTOCK INDUSTRY POLICY**

The Agricultural Service Board is committed to providing service to the local livestock industry through the provision of specialized equipment rentals and signage, by working with officials from Alberta Agriculture, Food, & Rural Development to facilitate the prevention and control of livestock disease, and by facilitating access to the latest innovations, technologies, and experts in the livestock industry.

### **Enforcement:**

Under the direction of Alberta Agriculture, Food, & Rural Development, the Board assists in facilitating prevention and control of certain livestock diseases and selected pests if the need for such measures arise.

### **Livestock Equipment:**

The M.D. makes specialized portable handling equipment available to livestock ratepayers on a cost recovery rental basis. Current equipment is as follows:

- Livestock Weighing Scale (Electronic)
- Livestock Loading Chute
- Livestock Corral Panels
- Bull Hoof Trimming Table
- Livestock Squeeze

### **Awareness & Education:**

Accomplished through direct ratepayer contact in the field, information meetings, the media, newsletters, at the annual trade fair, and by working with schools.

### **Cattle Drive Signs:**

Cattle Drive signs are provided free of charge to ratepayers moving livestock on or across M.D. or Provincial roads. Aims to improve safety for livestock, ranchers, and motorists during this common chore.

### **Related Legislation:**

- Livestock Diseases Act

## **606 ADMINISTRATION POLICY**

The Agricultural Service Board strives to make sure that administration is accomplished as efficiently as possible, with the goal of ensuring effective delivery of all ASB programs to local ratepayers.

### **Program Administration:**

Includes administration of all programs in this guide.

### **Budgeting:**

Involves annual planning, documentation, implementation, reporting, and monitoring of the Agricultural Service Board annual budget in conjunction with M.D. Council and Alberta Agriculture, Food & Rural Development.

### **Staff Management:**

Hiring, training, and supervision of all ASB program support staff.

### **M.D. Commitments:**

Involvement & participation with Council, Administration Office Staff, and Public Works on a variety of issues, such as:

- Safety Committee
- Staff Business and Relations
- Day to day operations, including assisting other departments when possible
- Ongoing efforts to improve internal communications

### **Legal Requirements:**

Involves maintaining certification for chemical application, handling, & storage, in accordance with the Pest Control Products Act (Federal), and Environmental Protection & Enhancement Act (Provincial).

The Agricultural Fieldman is a member of the Industrial Vegetation Manager's Association of Alberta (IVMAA), an industry driven group of both private and public organizations involved in industrial vegetation control. Their publication **Industry Standards and Good Practices** is this ASB's guide for fulfilling legal requirements associated with vegetation control. A copy is available for viewing at the Agricultural Fieldman's office.



**606 ADMINISTRATION POLICY (CONTINUED):**

**Pesticide Container Recycling Program:**

Near the Seed Cleaning Plant at Pincher Station is our temporary site for empty pesticide containers. The site is regularly inspected and certified the Pesticide Management Branch of Alberta Environment in Lethbridge. The storage trailer at the site is periodically emptied at the Cowley landfill disposal site for pesticide containers. Duties include maintenance of temporary site at Pincher Station, delivery to landfill, and answering any ratepayer concerns that may arise due to the site.

**Surveys:**

The Agricultural Fieldmen provide annual survey data to Agriculture & Agri-Food Canada and Alberta Agriculture, Food, & Rural Development. These include Blackleg of Canola disease checks, Grasshopper counts (in each township of the M.D.) & others as they come up during the year.

607 CONSERVATION PROJECT FUNDING

Background:

"Sustainable agriculture" and "Respect for the natural environment" are identified in the Municipality's Vision and Mission Statements as key elements to be considered when serving our citizens. Wishing to support local conservation and sustainable development initiatives, Council adopts the following policy regarding support of conservation efforts within the municipality, and where applicable, with neighbouring jurisdictions.

Definition:

For the purpose of this policy, conservation means practices that protect water quantity and quality, both surface and ground, and/or encourage environmentally sound land stewardship.

General:

- It is Council's intention to establish and maintain a Conservation Project Fund to be accessed as described under this policy.
- Funding for conservation projects will be provided to groups and organizations only, not to individuals. Preference will be given to groups registered under the Societies Act.
- Each year, as part of their budget process, Council will fix the amount to be allocated under this policy.
- The decision as to the amount of funds granted or whether funds are granted in any given year is at the sole discretion of Council.
- Conservation Project Funding is not intended to replace funding from provincial, federal or other agencies. Therefore, applicants will be expected to advise if they are either receiving or seeking grants or funding from other sources.
- Capital equipment funded under this policy would become the property of the applicant. Generally, the municipality does not wish to acquire an inventory of this type of equipment.

Project Criteria:

- Council will consider applications under this policy for capital or operating funding for conservation projects.
- Projects are required to demonstrate benefit to the municipality as a whole.
- Applications are to be submitted in dialogue form.
- All applications will include a description of the project, an implementation plan, capital equipment required, if any, anticipated impact on the environment, benefits to the environment in the short term and long term, proposed maintenance plan for the project.
- Applicants will provide details on whether funding is being sought or received from provincial, federal or other sources.
- If the application is for operating funding, description, in detail, what operating costs will be covered.
- Applications will be accepted no later than March 1<sup>st</sup> each year.
- A decision with regards to funding will be made no later than April 30<sup>th</sup> each year.
- A project will be funded for a maximum of two years.
- Funding approved will be paid out upon receipt of invoices.
- Applicants granted funding under this policy are expected to provide periodic progress reports in a manner and frequency prescribed by Council.

Adopted by Council June 12, 2007

## MD OF PINCHER CREEK

MARCH 6, 2014

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: **Castle Crown Wilderness Coalition – Weed Pull Funding**

---

**1. Origin**

The Castle Crown Wilderness Coalition requested funding for their annual weed pull.

**2. Background:**

At their February 12, 2014 Meeting the Agricultural Service Board received correspondence from the Castle Crown Wilderness Coalition requesting funding for their 2014 weed pull. The Board reviewed the request and passed resolution 14/013

Moved that the request for \$1,000 for Castle Crown Wilderness Coalition for the annual weed pull be recommended to Council for approval.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 6, 2014, regarding Castle Crown Wilderness Coalition – Weed Pull Funding be received as information;

AND THAT Council approve the Castle Crown Wilderness Coalition funding request with the funding coming from 2-62-0-773-2765 Community Group Weed Sponsorship.

Respectfully Submitted,

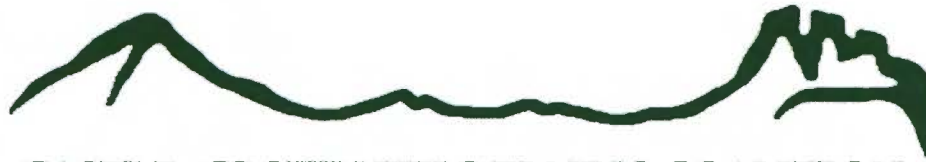
Leo Reedyk



Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *March 6, 2014*





## **CASTLE-CROWN WILDERNESS COALITION**

Box 2621, Pincher Creek, AB, T0K 1W0, Canada (403)627-5059 office@ccwc.ab.ca

February 4, 2014

Municipal District of Pincher Creek  
Director of Operations  
Box 279  
Pincher Creek, AB  
T0K 1W0

Dear Leo Reedyk,

The Castle-Crown Wilderness Coalition would like to request \$2,000.00 in funding from the MD of Pincher Creek, Weed Warrior Grant towards support of our Invasive Species removal project and to help with our 7<sup>th</sup> Annual West Castle Wetland Ecological Reserve weed pull. The funding we have received in the past via this grant has helped us to continue our work to remove invasive species in the wetland and throughout the Castle. In many areas that we have had the opportunity to visit on a yearly basis we are seeing a reduction of invasive species.

As suggested, we did apply in 2012/13 for Joint Council Funding but were advised that it was not the correct forum and our application should go directly to your office and the Weed Warrior Fund. The weed pull continues to be a success encouraging interagency cooperation and sharing and educational outreach to the larger community.

Our staff and volunteers work throughout the Castle including areas where others may not go. We share our information with ESRD for their Inventory Mapping system and with the MD of PC, MD of CNP, Tourism Parks and Recreation and with Shell. Last year we removed over 300 bags of invasive species, and submitted 230 ESRD Invasive Plant Survey forms. These forms are also shared with the specific land managers for the area we are working. Staff and volunteers also remove garbage, replace signs that have been torn down and clean up after random campers that have left their mess behind. We also report to various land managers where infestations are large and spraying may need to take place and/or areas that are being degraded.

The weed pull and the shoreline clean up are two of our annual events but the CCWC also encourages volunteers to join us for invasive species removal and reclamation work in the Castle throughout the growing season. We also take an active roll to educate through attending and hosting outreach events.

This year's weed pull will be held on Wednesday, July 23, 2014. As in past years we will invite all those interested to join us. The day starts with an information session on weeds and safety. We will supply gloves, weeding tools and garbage bags. At the end of the day a BBQ is held to wind up and say thank you for all the hard work and award prizes.

Thank you for your consideration in helping us to fund our weed work and this annual event. The MD of Pincher Creek will be recognized as a funder on all promotional

materials and in any media generated from this event. If you have any questions or concerns, please don't hesitate to contact me at 403-627-5059. We look forward to hearing from you and hope the MD staff will continue to join us for this event.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carolyn Aspeslet', written in a cursive style.

Carolyn Aspeslet  
Executive Director  
Castle-Crown Wilderness Coalition  
403-627-5059  
office@ccwc.ab.ca

## MD OF PINCHER CREEK

MARCH 5, 2014

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TO: Wendy Kay, Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: **Lundbreck Street Drainage Project**

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**1. Origin**

As part of the 2013 Capital Program a project to deal with surface drainage in Lundbreck was initiated. Project costs of \$232,500 and preliminary engineering costs of \$20,000 were included in the budget. Tenders closed on May 15, 2013 with one tender being received for \$320,089.50 plus an estimated engineering value of \$75,000 for an estimated total project cost of \$390,000. Council opted to not proceed with the project in 2013.

**2. Background:**

The 2014 budget was prepared with the project estimated at \$300,000 and engineering of \$67,000 for a total estimated cost of \$367,000. Tenders closed on February 21, 2014 with one tender being received for \$338,709.50 plus an estimated engineering value of \$75,000 for an estimated total project cost of \$410,830.45.

McNally Contractors have only bid on option "B", a concrete swale to their project. They have bid the project to be completed during May-June of 2014.

It is recommended to do this project as we have received only one tender in two consecutive years. It is recommended that the project be awarded to McNally Contractors (2011) Ltd for \$338,709.50 plus engineering of \$75,000.00 with funds coming from 2-32-0-762-2762 - Capital Reserve Funded.

This project provides an opportunity to do some additional paving in front of the Windsor Heritage Drop In Center Society and the Lundbreck Community Hall to improve accessibility to those facilities.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 5, 2014, regarding Lundbreck Street Drainage Project be received as information;

AND THAT the project be awarded to McNally Contractors (2011) Ltd for \$338,709.50 plus engineering of \$75,000.00 with funds coming from 2-32-0-762-2762 - Capital Reserve Funded.

Respectfully Submitted,

Leo Reedyk



Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay*

Date: *March 6, 2014*





February 28, 2014

File:121-25118-00

Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek, Alberta T0K 1W0

ATTENTION: Mr. Leo Reedyk, Director of Operations

**RE: Contract 121-25118-00  
Lundbreck Street Drainage (Breckenridge Avenue and First Street)  
Options 1 and 2  
Drainage Improvements, Minor Grading, Granular Base Course, Asphalt  
Concrete Pavement, (EPS), and Other Work**

Tenders were received on February 21, 2014 from a total of one (1) bidder. The low bidder was **McNally Contractors (2011) Ltd.** with a total tender value of **\$338,709.50** (including Site Occupancy) for UPS "B" - Option 2. We have reviewed the bid from **McNally Contractors (2011) Ltd.** and have found they did not comply with the expectation of providing a tender value for Schedule "A" (Option 1). With the circumstance of no other bids received, compliance with this requirement may be of limited significance. The bid supplied for Schedule "B" has met the contractual requirements at the bid stage.

Should the M.D. decide to proceed with Schedule "B" (Option 2), the anticipated funding required for this project would be as follows:

Unit Price Schedule "B" - Option 2	Totals
Contract Amount (Less Site Occ)	\$ 301,209.50
Contingency (10%)	\$ 30,120.95
Potential Site Occ. Bonus (3 days x \$1,500.00)	\$ 4,500.00
Estimated Engineering	\$ 75,000.00
<b>TOTALS</b>	<b>\$ 410,830.45</b>

*The above totals do not include GST*

Please advise the MD's direction as to the award of this contract for Option "2" to **McNally Contractors (2011) Ltd.** The listing of the tender results and the tender summary are attached for your information.

Sincerely,

Russell Pinchak, C.E.T.

Attachments  
/da

c: Contracts Group, Lee Goehring, Jim Bester, WSP

WSP Canada Inc.  
3509 6<sup>th</sup> Avenue N  
Lethbridge, AB  
T1H 5C1  
[www.wspgroup.com](http://www.wspgroup.com)



Lundbreck Street Drainage - Option 2				Contractors: McNally Contractors (2011) Ltd.	
Bid Item	Description	Estimated Quantities		Unit Price	Total Estimate
1	Mobilization (1.2.13)	1	lump sum	\$ 75,000.00	\$ 75,000.00
2	Site Occupancy (1.2.21)	\$ 1,500.00	days	25	\$ 37,500.00
3	Remove and Dispose of Existing Asphalt Pavement (Special Provisions)	1,460	m2	\$ 15.00	\$ 21,900.00
4	Subgrade Excavation (3.1.3)	390	m3	\$ 23.30	\$ 9,087.00
5	Preparing Subgrade Surface (First Layer) (3.1.3) (Special Provisions)	1,330	m2	\$ 3.00	\$ 3,990.00
6	Granular Base Course - Designation 2 Class 20 - 150 mm Thick (Special Provisions)	2,100	m2	\$ 11.00	\$ 23,100.00
7	Asphalt Concrete Pavement - EPS Mix Type M1 (150-200A) - 75 mm Thick (3.50.7) (5.2.5) (Special Provisions)	1,050	m2	\$ 32.00	\$ 33,600.00
8	Asphalt Concrete Pavement - EPS Mix Type M1 (150-200A) - 100 mm Thick (3.50.7) (5.2.5) (Special Provisions)	1,290	m2	\$ 40.00	\$ 51,600.00
9	Storm Pipe - Remove and Dispose (up to 700 mm dia.) (Special Provisions)	100	m	\$ 75.00	\$ 7,500.00
10	Culverts - Supply and Install (400 mm dia. C.S.P.) (2.4.4) (5.23.4)	17	m	\$ 160.00	\$ 2,720.00
11	Culverts - Supply and Install (600 mm dia. C.S.P.) (2.4.4) (5.23.4)	60	m	\$ 170.00	\$ 10,200.00
12	Culvert End Grate - Supply and Install (600 mm dia.) (Deletable) (Special Provisions)	2	units	\$ 480.00	\$ 960.00
13	Culvert Elbow - Supply and Install (600 mm dia. C.S.P.) (Special Provisions)	1	unit	\$ 600.00	\$ 600.00
14	Channel Excavation (2.3.6)	145	m3	\$ 60.00	\$ 8,700.00
15	Ditch Grading (Special Provisions)	55	m	\$ 120.00	\$ 6,600.00
16	Boulevard Grading (Special Provisions)	465	m2	\$ 15.00	\$ 6,975.00

Lundbreck Street Drainage - Option 2			Contractors:		McNally Contractors (2011) Ltd.	
Bid Item	Description	Estimated Quantities		Unit Price	Total Estimate	
17	Topsoil Removal and Distribution (Special Provisions)	465	m2	\$ 16.00	\$ 7,440.00	
18	Gravel Surfacing Designation 4, Class 20 - 50 mm Thick (3.3.4) (5.2.5) (Special Provisions)	550	m2	\$ 8.50	\$ 4,675.00	
19	Broad-Cast Seeding (2.20.4) (Special Provisions)	465	m2	\$ 3.50	\$ 1,627.50	
20	Granular Fill (Pit Run) Designation 6, Class 80 (Deletable) (3.8.5) (5.2.5)	110	m3	\$ 90.00	\$ 9,900.00	
21	Geotextile for Stabilization - Supply and Install (Class 1) (Deletable) (5.31.4)	220	m2	\$ 4.25	\$ 935.00	
22	Removal and Reinstallation or Disposal of Existing Signs - One Post (7.7.5)	4	signs	\$ 250.00	\$ 1,000.00	
23	Adjust Manholes (2.10.4) (2.10.5) (Special Provisions)	1	unit	\$ 400.00	\$ 400.00	
24	Adjust Water Valve (2.10.4) (2.10.5) (Special Provisions)	1	unit	\$ 300.00	\$ 300.00	
25	Cutting of Pavement Edge (3.40.3)	90	m	\$ 10.00	\$ 900.00	
26	Removing Concrete Surface (2.17.4) (Special Provisions)	50	m2	\$ 20.00	\$ 1,000.00	
27	Concrete Drainage Swales (Special Provisions) (2.17.4) (Special Provisions)	42	m	\$ 250.00	\$ 10,500.00	
<b>TOTAL TENDER</b>					<b>\$ 338,709.50</b>	



## MD OF PINCHER CREEK

MARCH 6, 2014

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TO: Wendy Kay, Chief Administrative Officer

FROM : Leo Reedyk, Director of Operations

SUBJECT: **Agricultural Service Board Terms of Reference**

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**1. Origin**

Council receives information and recommendations on agricultural matters from the Agricultural Service Board. The Terms of Reference for the Agricultural Service Board provide direction to the board on their activities in relation to the duties spelled out in the *Agricultural Service Board Act*.

**2. Background:**

Council at their February 5, 2014 meeting passed the current Terms of Reference (attached) for the Board.

At their March 4, 2014 meeting the Agricultural Service Board had an opportunity to review and discuss Council's new revision of the Terms of Reference. The Board passed Resolution 14/02.

"Moved to make recommendation to Council that Council amend the ASB Terms of Reference to align with the following changes as recommended by the ASB:

- Terms of Reference be clarified to state that the Chairperson is a voting member on all eligible issues;
- Under "Inspections" the fifth line of the third paragraph have the wording changed to ... or on recommendations of the Board or Direction of Council or the CAO;
- Clarification be made to the Terms of Appointment so that beginning October 2014, when the Board members are appointed the length of the term will be included in their appointment;
- Clarification be added to the Terms of Reference to include maintaining the partnership with AARD in Appendix A."

Additional Administrative edits to the Terms of Reference should include changes to Appendix A including relevant Policy's and the date of Council approval, the 2014-2016 Strategic and Operational Plan and any changes to partnerships that Council feels are appropriate.

**3. Recommendation:**

THAT the report from the Director of Operations, dated March 6, 2014 regarding the Agricultural Service Board Terms of Reference be received;

AND THAT Council provide Administration direction on changes to the Agricultural Service Board Terms of Reference.

Respectfully Submitted,

Leo Reedyk



Attachment: Draft changes to the Agricultural Service Board Terms of Reference

Reviewed by: Wendy Kay, Chief Administrative Officer



Date: March 6, 2014



## Municipal District of Pincher Creek #9 Agricultural Service Board (ASB) Terms of Reference

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### Introduction

Under the authority of the *Agricultural Service Board Act*, the Council of the Municipal District of Pincher Creek #9 (MD) has convened an Agricultural Service Board (ASB). The Board is responsible to Council. Its purpose is to advise Council and the Minister of Agriculture and Rural Development on agricultural issues, policy and programs within the municipal district.

The Act reads, in part:

#### **“Agricultural service board duties**

**2** The duties of an agricultural service board are

- (a) to act as an advisory body and to assist the council and the Minister, in matters of mutual concern,
- (b) to advise on and to help organize and direct weed and pest control and soil and water conservation programs,
- (c) to assist in the control of animal disease under the *Animal Health Act*,
- (d) to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
- (e) to promote and develop agricultural policies to meet the needs of the municipality.

RSA 2000 cA-10 s2;2007 cA-40.2 s74

#### **Boards established**

**3(1)** A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.

**(2)** The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

**(3)** The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.

(4) A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

(5) A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent from 3 consecutive regular meetings of the board.

(6) A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.

(7) A board constituted under this section with respect to a special area is a corporation consisting of the persons who are members of the board.

(8) A board that exists immediately before June 18, 1997 continues as a board under this Act.”

## **Functions of the ASB**

The ASB is a critical source of policy and advice for the Council of the MD. The Board requires a high level of understanding of the technology, culture and business of agriculture in the region. Board members will be selected for their knowledge of agriculture. During their term of office, Board members must remain aware of the conditions, challenges and opportunities affecting agriculture in general and their impact on agricultural operations within the MD. The Board will use this expertise to fulfill its mandate.

The Board has four primary roles: to recommend to Council that it should adopt new policy or provide advice on changes to existing policy as it affects agriculture; to provide direction to projects and programs instituted by the MD’s Administration in response to agricultural policies adopted by Council; to use its initiative in the promotion of viable and sustainable agriculture; and to oversee performance with respect to memorandums of agreement that may exist between Council and other cooperating agencies or partnerships that deal with agricultural issues in the MD.

## **Meetings**

Meetings will be held every month, or as determined by the Chair. Agenda packages will be available one week prior to the meeting. A quorum of three (3) voting members that includes the Chair or Acting Chair of the Board, one Councilor and one other member at large is necessary for the meeting to proceed.



## Inspections

From time to time agricultural concerns and situations may be brought to the attention of the Agricultural Services Board. The Board has the necessary legislated authority to act on the information by making a recommendation to Council, or by issuing an advice, notification or a decision in accordance with its mandate. Additionally, an appeal Board has been constituted by Council to ensure due process for those that may be affected by any ASB action.

Information is the key element to effective and equitable actions and decisions by the Board. Accordingly, the Board may request respondents to attend a Board meeting or provide a written statement regarding the agricultural issue. Additionally the Board may request the Agricultural and Environmental Services Department to collect further information by attending meetings, or by conducting field inspections and interviews. All information obtained may be used by the Board to issue an advice or notification in accordance with provincial legislation, or municipal policy.

The Agricultural and Environmental Service Department shall be staffed with personnel trained and authorized by the MD to conduct agricultural inspections. Field inspections will be conducted by the Agricultural Fieldman or his/her designate and the Director of Operations. Inspections may be initiated and scheduled in response to a registered complaint, or on direction-recommendation of the Board, or direction from Council or the CAO. Based on the results of the inspection, the Agricultural Fieldman will report to the ASB on the inspection(s) and provide information on the legislation and an assessment on the need to issue a notice that meets the requirements of the *Weed Control Act*, *Agricultural Pest Act* and or *Soil Conservation Act*. A list of all notices issued since the last ASB meeting will be forwarded to the next ASB Meeting as an agenda item.

## Policy, Program Direction and Partnerships

The Agricultural Service Board will establish a set of strategic goals for a three (3) year term, to be reviewed annually. The review will include a written assessment of progress, and an assessment of the program's strategic alignment with provincial agricultural policy. The Board will also review Council's Agricultural Policies annually with respect to their currency, relevance and alignment with goals of the MD's agricultural program.

The Board in association with MD Administration will prepare an operational and strategic plan prior to budget deliberations. An ASB recommendation to Council to approve the document will be forwarded to Council and once approved the document may be forwarded to the Minister of Agriculture and Rural Development by the Secretary as required.

Partnerships with non-government organizations will be considered and undertaken by the Board if the partnership advances program goals. A memorandum of understanding

or terms of reference will be developed for each partnership along with a briefing note to Council for approval.

Policy, program direction and partnerships, once approved by Council, that have implications to the Agricultural and Environmental Services program delivery will be attached to this Terms of Reference as Appendix A.

## **Appointment to the Board**

The Agricultural Service Board will consist of six (6) members; comprised of two (2) Council members and four (4) producer members. Appointments will be for a two-year term to a maximum of six (6) years on the Board. Member's terms will end on a rotational basis with a goal of no more than two (2) producer members being scheduled to rotate off the Board in one year. Council will appoint producer members to the Board when vacancies occur. Voting members include Council and producer members only. The Chairperson is a voting member on all eligible issues. Vacant Board appointments will be made on an annual basis.

The MD's Director of Operations and the Agricultural Fieldman are resource persons to the Board.

## **Members' Responsibilities**

Each Board Member has a responsibility to ensure that the ASB meets its obligation to Council as outlined under Functions of the ASB. Members' responsibilities include:

- Attending and voting at meetings. If a member cannot attend a meeting it is his/her responsibility to inform the secretary prior to the meeting
- Contributing their experience and ideas to Board discussions
- Learning about Agricultural Service Boards
- Listening to producers' concerns or suggestions and bring them to the Board as appropriate
- Participating in program reviews as required
- Providing a briefing to the ASB on workshops, seminars and conventions etc that they have attended
- Participate in the annual review of Policies relevant to the Agricultural and Environmental Services Department of the MD.

## **Chairperson Responsibilities**



One member will be selected by the Board to act as chairperson; the Director of Operations will forward the Board's recommendation to Council for approval. The chairperson position is for a one-year term. Chairperson responsibilities include:

- Chair all meetings when present
- Prepare an agenda with the assistance of the Board's Secretary
- Ensuring that agenda items are discussed and conclusions are reached
- Ensuring that the meetings start on time, stay on track and that all members have an opportunity to contribute
- Liaising with the other members when planning meetings
- Reporting to Council as necessary
- Representing the Board at meetings, conferences and other functions

### **Vice-Chairperson Responsibilities**

One member will be nominated and elected to be Vice-Chairperson. The Director of Operations will forward the Board's recommendation to Council for Approval. The Vice-Chairperson's responsibilities include:

- Performing the responsibilities of the Chairperson in the absence of the Chairperson.

### **Secretary Responsibilities**

The MD will provide staff to act as Secretary. Secretary responsibilities include:

- Taking minutes during the ASB, clarifying with members as necessary whatever decisions have been reached
- Preparing the meeting minutes and circulating draft minutes to members within two weeks of the meeting
- Distributing minutes to the Director of Operations and Council
- Compiling an agenda as set by the chairperson, and circulating to members one week prior to the meeting
- Preparing follow-up reports, based on recommendations from the Board to be presented to Council

The Agricultural and Environmental Services Department maintains currency on a wide variety of topics in relation to the needs of agricultural producers and residents. It is the expectation of the Chief Administrative Officer that the ASB will receive the full support of all MD employees. Directors of each department shall ensure that representation is provided as required, and that members of the ASB are given adequate time to fulfill their

Board obligations. This is in keeping with our municipality's commitment to provide quality agricultural and environmental services for all.

Approved by Council Resolution # 40/586???

Date: November 23, 2010 ?

Appendix A – Council Approved Agricultural Services Policy, Program and Partnerships

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Policy:

- 601 Weed Control Policy Dated (when adopted)
- ~~601A No-spray Signage Policy~~ Dated
- 602 Conservation Policy Dated (when adopted)
- ~~602A Stubble Burning as per By-Law 1058.01~~ Dated August 14, 2001
- 603 Landowners assuming Responsibility for Weed Control on Municipal Right-of-Ways adjacent to their Property Training and Technology Transfer Policy  
Dated (when adopted)
- 604 Problem Wildlife Policy Dated (when adopted)
- 605 Livestock Industry Policy Dated (when adopted)
- ~~606 Administration Policy~~ Dated
- 607 Conservation Project Funding Policy Dated (when adopted) June 12, 2007
- 608 Weed Free Gravel/Aggregate Policy Dated (when adopted)

By-Laws

- By-Law 1058-01 Stubble Burning Dated August 14, 2001

Program:

- ASB Strategic and Operational Plan Dated Draft March 1, 2010  
November 2013

Partnerships:

- Alberta Invasive Plants Council
- Beaver Creek Watershed Group
- Crown Managers Partnership
- Drywood Yarrow Conservation Partnership
- Pincher Creek Watershed Group
- Southwestern Alberta Conservation Partnership
- South West Alberta Cooperative Weed Management Area
- Alberta Agriculture and Rural Development



# MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016



## Agricultural Service Board

Municipal District of Pincher Creek

[www.mdpinchercreek.ab.ca](http://www.mdpinchercreek.ab.ca)

Serving Our Community Since 1946

Pincher Creek Municipal Airport - 1001 Twp Rd 7-0

Box 279, Pincher Creek, Alberta, Canada T0K 1W0

Phone: (403) 627-4151 Fax: (403) 627-3075

### VISION - Healthy and Productive Land & Water Resources for the Benefit of our Citizens.

#### **MISSION:**

The Agricultural Service Board of the Municipal District of Pincher Creek #9 is committed to promotion of sustainable agricultural practices, & protection of our agricultural & ecological resources, with a view to improve long-term economic outlook for our citizens.

#### **VALUES:**

##### **Economic and Ecological Health**

The ASB will assist our agricultural citizens in achieving optimum agricultural production & long-term profitability, while promoting protection & enhancement of land & water resources to all citizens & area visitors, to help achieve our vision.

##### **Continuing Education and Understanding**

The ASB will strive for ongoing awareness and education of ASB members, staff, and our citizens, in all aspects of ASB programming, to improve understanding of the land and water management practices necessary to help achieve our vision.

##### **Working Cooperatively and Effectively With Others**

The ASB will encourage and engage participation of citizens, neighboring jurisdictions, private industry, other agricultural & environmental organizations, and various provincial & federal government departments to help achieve our vision through reaching out both within and beyond our municipal boundaries.

#### **GOALS & STRATEGIES:**

##### **1. Develop and/or facilitate efficient & effective activities/programs supporting our vision.**

- Develop/deliver/facilitate programs for sustainable land and water use.
- Develop/deliver/facilitate programs for sound management of weeds, rural pests, & livestock disease.

##### **2. Encourage continuing educational opportunities for ASB members, staff, & citizens supporting our vision.**

- Obtain/maintain certification training for Agricultural Fieldmen and staff related to ASB programming.
- Access workshop/conference opportunities for ASB members/staff related to ASB programming.
- Sponsor interested citizens to attend relevant workshops/conferences.
- Subscribe to periodicals that relate to ASB programming.
- Utilize the various forms of mass media as a means to communicate with the larger public concerning ASB vision, mission, values, goals, strategies, and actions.

##### **3. Participate in inter-jurisdictional activities, organizations, & initiatives supporting our vision.**

- Membership/active participation in relevant non-government organizations/committees.
- Cooperate with provincial/federal government departments whose mandates coincide with ours, and who represent opportunities for partnership.
- Cooperate with other municipal departments to improve overall municipal cooperation.
- Cooperate with local stakeholder groups whose mandates represent opportunities for partnership.
- Cooperate with industry to better understand how their mandates fit in context of our vision.

##### **4. Encourage and recognize excellence from ASB members, ASB staff, and local citizens in carrying out their responsibilities and/or practices supporting our vision.**

- Foster atmosphere of excellence in ASB members/staff, with incentive/recognition of creative, effective, efficient work.
- Challenge our citizens to help the ASB achieve its vision, and recognize those contributions privately and/or publicly.

##### **5. Provide quality equipment & materials for use by ASB staff & local citizens supporting our vision.**

- Keep up-to-date, well maintained equipment and supplies for use by ASB members & staff.
- Keep up-to-date, well maintained rental equipment & supplies for purchase or use by our citizens.

## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

**Goal One:** Develop and/or facilitate efficient & effective activities/programs supporting our vision.

**Strategies:**

- Develop/deliver/facilitate programs for sustainable land and water use.
- Develop/deliver/facilitate programs for sound management of weeds, rural pests, & livestock disease.

Action	Timeline	Resources	Expected Results/Outcomes
Soil Erosion Prevention/Monitoring Soil Conservation Act Awareness and Enforcement	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF enforcement officers under Soil Conservation Act</li> <li>○ ASB and DO provide guidance on enforcement</li> <li>○ Use multimedia awareness campaigns promoting sustainable cropping practices</li> </ul>	<ul style="list-style-type: none"> <li>○ AF reports to DO and ASB on erosion events and any enforcement actions recommended to be taken</li> <li>○ AF reports on multimedia awareness to make citizens aware of the short and long term economic and ecological consequences of soil erosion</li> </ul>
Agricultural Service Board Act Enforcement – Sections 9 - 16	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF designated officers under the ASB Act</li> <li>○ ASB on advice of AF may recommend MD Council to take private land under supervision, rehabilitation, or reclamation to deal with unchecked weed infestation, soil degradation, or other factors severely limiting productivity of the land or lands adjacent</li> <li>○ Costs for supervision, rehabilitation, or reclamation are fronted by ASB and subject to appeal can be charged to the landowner</li> </ul>	<ul style="list-style-type: none"> <li>○ Enforcement of these provisions of the ASB Act would only be taken as a last resort on a property with ongoing problems as described</li> <li>○ Goal in a potential enforcement situation would be to enter into a voluntary agreement with the landowner to remediate the problems themselves to prevent follow through by the ASB under the Act</li> </ul>
Southwest Alberta Conservation Partnership (SACP) between the ASB's from the MD's of Pincher Creek, Willow Creek, & Ranchland, plus Public Lands and Fish & Wildlife Divisions of Alberta Sustainable Resource Development	Ongoing	<ul style="list-style-type: none"> <li>○ Approx 12 meetings per year rotated b/w MD's to direct SACP activities</li> <li>○ Review on SACP program direction from ASB as required</li> <li>○ SACP Coordinator carries out scheduled activities</li> <li>○ Funding for SACP Coordinator from environmental funding stream; support funding from SACP partners</li> </ul>	<ul style="list-style-type: none"> <li>○ Long term benefits of dealing with conservation issues regionally and proactively</li> <li>○ AF and/or SACP coordinator report detailed SACP updates at Council meetings</li> </ul>
AARD Crop Production, Weed, Pest, Disease, & Climate Monitoring	Ongoing – bulk of work during summer months	<ul style="list-style-type: none"> <li>○ AF/AAF and designated staff may assist with or carry out surveys in cooperation with AARD and/or Ag. Canada officials</li> <li>○ Reports may be shared with ASB/media/AARD/Ag Canada</li> <li>○ Cost shared under ASB grant</li> </ul>	<ul style="list-style-type: none"> <li>○ May assist local producers in accessing provincial or federal disaster relief or other farm support programs</li> <li>○ Provides a regional/provincial picture for ASB, citizens, and AARD to address these issues</li> </ul>
Assistance With Agriculture Canada Shelterbelt Tree Program	Tree Distribution: May Ongoing - Assistance to Citizens	<ul style="list-style-type: none"> <li>○ AF/AAF facilitates delivery of shelterbelt trees for local citizens; ASB covers freight</li> <li>○ Info on proper tree establishment and maintenance distributed by AF and AAF</li> </ul>	<ul style="list-style-type: none"> <li>○ Shelterbelt trees protect against erosion, retain moisture, and add other value to the landscape both economically and ecologically</li> <li>○ Encourage citizens to plant/establish/maintain trees</li> </ul>
Empty Pesticide Container Collection Site Maintenance	Ongoing – bulk of work during summer months	<ul style="list-style-type: none"> <li>○ AF to ensure clean and well maintained temporary site at Pincher Airport and deliver containers to main facility at Cowley Landfill as required – approx. 5 – 10 times/season</li> </ul>	<ul style="list-style-type: none"> <li>○ Facilities are expected to be well maintained, clean and orderly at all times</li> </ul>



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Action	Timeline	Resources	Expected Results/Outcomes
Weed Control Act – Awareness and Enforcement	Ongoing	<ul style="list-style-type: none"> <li>○ AF enforcement officer under Alberta Weed Control Act and inspect local private and public lands</li> <li>○ ASB Members provide guidance on enforcement</li> <li>○ Use multimedia awareness campaigns on integrated weed management practices</li> <li>○ Weed Inspector (WI) first point of contact for rural residents for weed awareness</li> </ul>	<ul style="list-style-type: none"> <li>○ AF reports to DO &amp; ASB on weed inspections and any enforcement actions recommended to be taken</li> <li>○ AF/AAF/WI encourage citizens in proactive integrated weed management</li> <li>○ Multimedia awareness designed to make citizens aware of the short and long term economic and ecological consequences of unmanaged invasive plants</li> </ul>
Restricted and Noxious Weed Management Program	April – October	<ul style="list-style-type: none"> <li>○ AF daily crew supervision/direction/training in coordination with AAF</li> <li>○ AF coordinates purchase of herbicides and equipment with assistance of AAF</li> <li>○ AAF coordinates/manages GIS data collected by AF/AAF/WI &amp; field crews</li> <li>○ Related equipment &amp; associated operational &amp; maintenance costs including herbicide, fuel, and safety</li> <li>○ Premixed herbicides sold to rural landowners for Prohibited Noxious/Noxious weed control as per AB Env. criteria</li> <li>○ AF coordinates sponsorship of Ag. Canada Biocontrol research plots</li> </ul>	<ul style="list-style-type: none"> <li>○ Carry out ongoing, effective Prohibited Noxious and Noxious weed management on all municipal lands including local roads, 'Weed Free' municipal gravel pits, municipal environmental reserves, and municipal and provincial watercourses</li> <li>○ Maintain ongoing GIS database for area weed infestations</li> <li>○ AF to report on progress to DO &amp; ASB as required with input from AAF/WI</li> </ul>
Roadside Brush Spraying	August or September	<ul style="list-style-type: none"> <li>○ AF plus designated seasonal staff in consultation with PW staff</li> <li>○ Related equipment &amp; associated operational &amp; maintenance costs including herbicide, fuel, and safety (refer to Goal 5)</li> </ul>	<ul style="list-style-type: none"> <li>○ Accomplished through dialogue with MD Public Works department to facilitate removal of roadside brush species that constitute a problem, particularly related to winter snow management</li> </ul>
Seed Cleaning Plant Inspections and Advisory to Co-op SCP Board	Ongoing	<ul style="list-style-type: none"> <li>○ AAF to inspect, license, and monitor local permanent and mobile seed cleaning plants</li> <li>○ Designated ASB members sit on local co-op SCP Board</li> </ul>	<ul style="list-style-type: none"> <li>○ Promotion and protection of integrity of local seed cleaning, which is vital to preventative weed, insect pest, and crop disease management</li> </ul>
Agricultural Pests Act – Awareness and Enforcement	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF enforcement officers under Agricultural Pests Act</li> <li>○ AF/AAF require certification to distribute vertebrate toxicants</li> <li>○ Related pesticides, equipment &amp; operational/maintenance costs including fuel and safety (refer to Goal 5)</li> <li>○ ASB Members provide guidance on enforcement</li> <li>○ AF/AAF use multimedia awareness campaigns on integrated pest management</li> </ul>	<ul style="list-style-type: none"> <li>○ AF monitors and reports to DO &amp; ASB on pest inspections and infestation levels, plus any enforcement actions recommended to be taken</li> <li>○ AF/AAF to assist citizens in integrated management of agricultural and rural pests</li> <li>○ High variability with pests such as grasshoppers, ground squirrels, coyotes, etc</li> <li>○ Multimedia awareness make citizens aware of economic and ecological consequences of unmanaged agricultural pests</li> </ul>
Animal Health Act Involvement	Ongoing Contingent on direction/agreement w/ provincial/federal livestock disease control officials & ASB	<ul style="list-style-type: none"> <li>○ Payment of expenses necessary to control livestock disease outbreaks in our municipality as outlined in the Animal Health Act</li> </ul>	<ul style="list-style-type: none"> <li>○ Highly irregular but always potential for outbreaks to occur</li> <li>○ Forecasting costs difficult until outbreak is confirmed and agreements with provincial and federal officials are reached</li> </ul>
Program Administration, Budgets, Strategic and Operational Plan, Legal Requirements, & Safety	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF/DO/ASB</li> <li>○ Reports to ASB/AARD or other agencies as required</li> </ul>	<ul style="list-style-type: none"> <li>○ Effective, efficient, legal, and safe administration of all ASB programs and staff</li> </ul>

## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

**Goal Two:** Encourage continuing educational opportunities for ASB members/staff, & citizens supporting our vision.

**Strategies:**

- Obtain/maintain certification training for Agricultural Fieldmen and staff related to ASB programming.
- Access workshop/conference opportunities for ASB members/staff related to ASB programming.
- Sponsor interested citizens to attend relevant workshops/conferences.
- Subscribe to periodicals that relate to ASB programming.
- Utilize the various forms of mass media as a means to communicate with the public at large concerning our ASB vision, mission, values, goals, strategies, and actions.

Action	Timeline	Resources	Expected Results/Outcomes
Agricultural Fieldman, Assistant Agricultural Fieldman, and Seasonal Crew Certification Training and Recertification	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF and staff access training materials and courses that allow them to retain certification in areas such as pesticide application, sales, and usage, plus health/safety</li> <li>○ AF is a registered trainer for Alberta Environment Authorized Assistant Pesticide Applicator Course &amp; Exam</li> <li>○ AF/AAF designated staff req. First Aid certification</li> <li>○ Training, safety, delegate fees, travel &amp; subsistence, stationery budgets required</li> </ul>	<ul style="list-style-type: none"> <li>○ Certification results in improved technical expertise and professionalism in staff</li> <li>○ Ongoing technical updates allow staff to remain current</li> <li>○ Allows ASB to meet legislated requirements for safety, pesticide application, sales, and usage, etc.</li> </ul>
ASB Member and Staff participation in ASB related meetings, conferences, tours, workshops, etc.	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF/staff/ASB Members as relevant in consultation with DO/ASB</li> <li>○ Training, safety, delegate fees, travel &amp; subsistence, stationery budgets required</li> </ul>	<ul style="list-style-type: none"> <li>○ Yields improved technical expertise, professionalism, and understanding of issues related to ASB vision and mission in staff and ASB members</li> <li>○ Ongoing updates allow staff and ASB members to remain current and involved</li> <li>○ ASB Members and staff expected to give reports on results at regular ASB Meetings</li> <li>○ Materials and info relevant to citizens shared (multimedia)</li> </ul>
Citizen participation in ASB related meetings, conferences, tours, workshops, etc.	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF in consultation with DO/ASB Members may recommend to sponsor citizens to relevant events (delegate fees only); may simply encourage participation</li> <li>○ Training, safety, delegate fees, travel &amp; subsistence, stationery budgets required</li> </ul>	<ul style="list-style-type: none"> <li>○ Yields improved technical expertise and understanding of issues related to ASB vision and mission in local citizens</li> <li>○ Ongoing updates allow citizens to remain current and involved</li> <li>○ Citizens expected to write reports on sponsored events</li> <li>○ Materials and info relevant to citizens shared (multimedia)</li> </ul>
Relevant Organizational Memberships and Subscriptions To Periodicals	Ongoing	<ul style="list-style-type: none"> <li>○ Memberships &amp; Subscriptions</li> <li>○ May be paper or online</li> </ul>	<ul style="list-style-type: none"> <li>○ Yields improved technical expertise, professionalism, and understanding of issues related to ASB vision and mission in staff and ASB members</li> <li>○ Ongoing updates allow staff and ASB members to remain current and involved</li> <li>○ ASB Members and staff expected to give reports on results at regular ASB Meetings</li> <li>○ Materials and info relevant to citizens shared (multimedia)</li> </ul>



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### **Goal Three: Participate in inter-jurisdictional activities, organizations, & initiatives supporting our vision.**

#### **Strategies:**

- Membership/active participation in relevant non-government organizations/committees.
- Cooperate with provincial/federal government departments whose mandates coincide with ours, and who represent opportunities for partnership.
- Cooperate with other municipal departments to improve overall municipal cooperation.
- Cooperate with local stakeholder groups whose mandates represent opportunities for partnership.
- Cooperate with industry to better understand how their mandates fit into the context of our vision.

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Expected Results/Outcomes</b>
Southwest Alberta Conservation Partnership (SACP) between the ASB's from the MD's of Pincher Creek, Willow Creek, & Ranchland, plus Public Lands and Fish & Wildlife Divisions of Alberta Sustainable Resource Development	Ongoing	<ul style="list-style-type: none"> <li>○ Approx 12 meetings per year rotated b/w MD's to direct SACP activities</li> <li>○ Review on SACP program direction from ASB as required</li> <li>○ SACP Coordinator carries out scheduled activities</li> <li>○ Funding for SACP Coordinator from environmental funding stream; support funding from SACP partners</li> </ul>	<ul style="list-style-type: none"> <li>○ Long term benefits of dealing with conservation issues regionally and proactively</li> <li>○ AF and/or SACP coordinator report detailed updates at Council meetings</li> </ul>
Support local citizen-led initiatives such as local watershed-based community groups who work towards sustainable land and water management in our area	Ongoing	<ul style="list-style-type: none"> <li>○ Most support through SACP Coordinator</li> <li>○ Occasional supply support for group activities such as the PCWG Blueweed Blitz</li> <li>○ Occasional AF/AAF participation in meetings and tours to support groups</li> </ul>	<ul style="list-style-type: none"> <li>○ AF and/or SACP coordinator report detailed updates at Council meetings.</li> <li>○ Ensure groups will continue to form and remain stable &amp; productive.</li> </ul>
Association of Alberta Agricultural Fieldmen (AAAF) – Provincial	Ongoing	<ul style="list-style-type: none"> <li>○ Involves paid membership and participation in provincial AAAF-related business through executive or committee work</li> <li>○ Facilitate annual AAAF business meeting</li> </ul>	<ul style="list-style-type: none"> <li>○ AF reports to DO/ASB on AAAF participation</li> <li>○ Allows staff to broaden their approach on issues from the local to the provincial level</li> <li>○ Provide access to relevant Alberta expertise &amp; materials</li> </ul>
Association of Alberta Agricultural Fieldmen (AAAF) – South Region	Ongoing	<ul style="list-style-type: none"> <li>○ Involves paid membership and participation in regional AAAF-related business; usually 2 meetings/year</li> <li>○ South AAAF host provincial conference every 5 years</li> </ul>	<ul style="list-style-type: none"> <li>○ AF reports to DO/ASB on South AAAF participation</li> <li>○ Allows staff to broaden their approach on issues from the local to the regional level</li> <li>○ Provide access to Southern Alberta expertise &amp; materials</li> </ul>
Cooperative Weed Mgmt Areas (CWMA's) Participation & Support	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF/staff in consultation with DO/ASB</li> <li>○ Currently participating in Southwest Alberta CWMA (Waterton Area)</li> </ul>	<ul style="list-style-type: none"> <li>○ Goal is to foster management continuity within "Crown of the Continent" (BC/Alberta/Montana)</li> <li>○ Chair/AF reports-ASB meetings</li> </ul>
Alberta Invasive Plants Council (AIPC)	Ongoing	<ul style="list-style-type: none"> <li>○ AF keeps aware of AIPC activities and materials</li> <li>○ MD of PC is a founding member of AIPC</li> </ul>	<ul style="list-style-type: none"> <li>○ AF reports on relevant AIPC info to DO/ASB</li> </ul>
Industrial Vegetation Management Association of Alberta (IVMAA)	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF keep current on practices and literature</li> </ul>	<ul style="list-style-type: none"> <li>○ IVMAA <i>Industry Standards &amp; Good Practices</i></li> <li>○ Access to expertise of public &amp; private vegetation control specialists from around Alberta</li> </ul>
Outreach To Local Organizations	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF/ASB Members/staff maintain communications with groups such as the Nature Conservancy of Canada, Castle-Crown Wilderness Coalition, SASCI, PC and District Ag. Society, 4-H, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Professional and cordial relationships that are productive for entire MD</li> <li>○ Enhanced communications</li> <li>○ Opportunities for partnership</li> </ul>
Intra-municipal Cooperation	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF/ASB Members/staff meet with officials from Public Works/Administration on issues of mutual concern; a particular example – Safety</li> <li>○ Several meetings/year</li> </ul>	<ul style="list-style-type: none"> <li>○ Professional and cordial relationships that are productive for entire MD</li> <li>○ Enhanced communications</li> <li>○ Opportunities for partnership</li> </ul>

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Action	Timeline	Resources	Expected Results/Outcomes
Inter-municipal Cooperation	Ongoing	<ul style="list-style-type: none"> <li>○ B/w MD's of Willow Creek, Ranchland, Cardston, Piikani Nation, Kainai Nation, Town of Pincher Creek, Village of Cowley, &amp; Crowsnest Pass on ASB issues of mutual concern</li> </ul>	<ul style="list-style-type: none"> <li>○ Help to address ASB-related issues on a regional basis across political boundaries</li> <li>○ Opportunities for partnership</li> </ul>
Involvement With Federal and Provincial Government & NGO's	Ongoing	<ul style="list-style-type: none"> <li>○ Work with Waterton Lakes National Park, Alberta Environment &amp; Sustainable Resource Development (AESRD), Alberta Transportation, Alberta Parks</li> <li>○ Involves contract weed control work on provincial lands as approved by the ASB</li> <li>○ Administration of Deadstock Removal Program with Waterton Biosphere Reserve, CFIA &amp; AESRD</li> </ul>	<ul style="list-style-type: none"> <li>○ Contract work outlined in ASB Budget and subsequent reports</li> <li>○ Improved weed control on provincial lands</li> <li>○ Improved communication with WLNP weed strategies</li> <li>○ Opportunities for partnership with all concerned in today's agricultural operations</li> </ul>
Involvement with Industry	Ongoing	<ul style="list-style-type: none"> <li>○ AF/AAF meet with industry representatives (such as Shell Waterton Gas Plant, TransCanada Pipelines, Canadian Pacific Railway, Dow AgroSciences, etc.) to discuss issues like weed control</li> </ul>	<ul style="list-style-type: none"> <li>○ Improved weed control and general land stewardship on industry-controlled lands</li> <li>○ Improved communication with industry on how our mandate coincides with their mandates</li> <li>○ Opportunities for partnership</li> </ul>
Regular and Special ASB Meetings	Monthly or at discretion of DO/ASB Chairman in consultation with the Agricultural Fieldman	<ul style="list-style-type: none"> <li>○ ASB Members, AF, AAF, and/or invited guests</li> </ul>	<ul style="list-style-type: none"> <li>○ Packages delivered to ASB members on Friday prior to meeting whenever possible</li> <li>○ Written reports as required</li> <li>○ Chance to share info on ASB-related matters</li> <li>○ Adopted ASB Minutes to AARD</li> </ul>
ASB South Region Conference	October/November or as needed	<ul style="list-style-type: none"> <li>○ ASB members from across Southern Alberta meet on issues of mutual concern; location rotates around Southern Alberta annually</li> </ul>	<ul style="list-style-type: none"> <li>○ Provide regional forum &amp; process (through South Region ASB Committee) for issues of local/regional concern to be brought forward as ASB Resolutions; stronger message to related stakeholders</li> </ul>
ASB Provincial Conference	January/February	<ul style="list-style-type: none"> <li>○ ASB members from across Alberta meet on issues of mutual concern; Edmonton Hosted b/w five AAAF regions</li> </ul>	<ul style="list-style-type: none"> <li>○ Provides forum &amp; process (through Provincial ASB Committee) for issues of provincial concern brought forward as ASB Resolutions</li> </ul>

## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

**Goal Four:** Encourage and recognize excellence from ASB members, ASB staff, and local citizens in carrying out their responsibilities and/or practices supporting our vision.

**Strategies:**

- Foster atmosphere of excellence in ASB members/staff; incentive/recognition of creative, effective, efficient work.
- Challenge our citizens to help the ASB achieve its vision, and recognize those contributions privately and/or publicly.

Action	Timeline	Resources	Expected Results/Outcomes
Recognize quality work of ASB Members, Staff, and Citizens – may be verbally or in writing; personally or publicly if appropriate	Ongoing; Daily	<ul style="list-style-type: none"> <li>○ ASB Members and all staff need to make this effort at all times during the year</li> <li>○ May require media outreach from advertising budget</li> <li>○ May involve flexible work schedules or bonuses if performance warrants additional consideration</li> </ul>	<ul style="list-style-type: none"> <li>○ All members and staff should represent the ASB in a positive light whether on or off duty</li> <li>○ ASB culture of excellence</li> <li>○ Improved morale across organization and in community</li> <li>○ Positive profile increase for ASB</li> </ul>
Regular and Special ASB Meetings	Monthly or at discretion of DO/ASB Chairman in consultation with the Agricultural Fieldman	<ul style="list-style-type: none"> <li>○ ASB Members, AF, AAF, and/or invited guests</li> </ul>	<ul style="list-style-type: none"> <li>○ Achieve increased ASB program relevance, efficiency and effectiveness through discussion and consensus</li> <li>○ Recognize quality work of ASB Board members, Fieldmen, and staff as necessary</li> <li>○ Constructive, respectful feedback on areas of concern</li> </ul>
Calgary Stampede Farm Family Award Nomination	January (selection) July (family attends Stampede)	<ul style="list-style-type: none"> <li>○ ASB members nominate an outstanding farm family from the municipality according to award criteria</li> <li>○ AF forwards information on the family to the Calgary Stampede organization</li> <li>○ Representative from ASB attends as a delegate to the Stampede with the family</li> </ul>	<ul style="list-style-type: none"> <li>○ Recognition of outstanding community participation of local farm operations</li> <li>○ Positive profile increase for ASB</li> </ul>
Summer Shop BBQ's	June - September	<ul style="list-style-type: none"> <li>○ ASB members and all staff as available to attend</li> </ul>	<ul style="list-style-type: none"> <li>○ Improved MD staff morale and sense of camaraderie</li> </ul>
ASB Seasonal Staff Wrap-Up Party	Late August	<ul style="list-style-type: none"> <li>○ AF, AAF, and staff</li> <li>○ Either dinner out or BBQ</li> </ul>	<ul style="list-style-type: none"> <li>○ Improved ASB staff morale and sense of camaraderie</li> </ul>
MD Christmas Party	December	<ul style="list-style-type: none"> <li>○ ASB Members and all staff as available to attend</li> <li>○ AF generally delivers thanks on behalf of the ASB</li> </ul>	<ul style="list-style-type: none"> <li>○ Improved staff morale and sense of camaraderie</li> <li>○ Recognition of outstanding contributions of ASB members, staff, and citizens who support the ASB in achieving the vision</li> <li>○ Positive profile increase for ASB</li> </ul>



## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

**Goal Five: Provide quality equipment & materials for use by ASB staff & local citizens supporting our vision.**

**Strategies:**

- Keep up-to-date, well maintained equipment and supplies for use by ASB members & staff.
- Keep up-to-date, well maintained rental equipment & supplies for purchase or use by our citizens.

Action	Timeline	Resources	Expected Results/Outcomes
Portable Livestock Equipment Rental – Squeeze, Chute, Corral Panels, Electronic Scale(s), Hoof Trim Table; Rental Rates \$50/day +GST Weekends Charged As 1 Day \$20 discount if returned clean	Ongoing (Rentals)  Purchase/Construction/Repairs (Ongoing)	<ul style="list-style-type: none"> <li>○ Purchased through ASB Capital Equipment Replacement Program (CERP)</li> <li>○ Parts and repairs budgets</li> <li>○ AF/AAF research equipment purchase &amp; replacement with review of DO/ASB</li> <li>○ AF/AAF and designated staff take bookings and arrange repairs as needed</li> </ul>	<ul style="list-style-type: none"> <li>○ AF tracks equipment rental stats; assists DO/ASB in CERP</li> <li>○ Equipment always in good working order</li> <li>○ AF, AAF and designated staff ensure renters are trained in safe and proper usage of equipment</li> <li>○ Renters expected to return equipment clean to prevent spread of livestock disease between farms</li> </ul>
ASB Crew Weed Control Equipment 5 Truck Mounted Spot Sprayers; 1 Truck Mounted Boom Sprayer With Raven Injection Equipment; 4 Backpack Sprayers 2 Power Brush/Weed Cutters All related safety equipment	April – October (Usage)  Purchase/Construction/Repairs (Ongoing)	<ul style="list-style-type: none"> <li>○ ASB Trucks purchased through ASB CERP</li> <li>○ Sprayer parts/repairs budgets</li> <li>○ Truck maintenance budget</li> <li>○ AF/AAF research equipment purchase &amp; replacement with review of DO &amp; ASB</li> <li>○ AAF arranges repairs</li> <li>○ Safety equipment (details in ASB Safety Manual) through ASB safety budget</li> </ul>	<ul style="list-style-type: none"> <li>○ Equipment operated by ASB staff (AF/AAF/staff)</li> <li>○ AAF tracks equipment condition throughout season;</li> <li>○ AF/AAF/DO assist ASB members in CERP decisions</li> <li>○ Spraying and safety equipment always in good working order</li> <li>○ All staff fully trained and signed off for working with all spraying and safety equipment and related materials such as herbicides and adjuvants</li> </ul>
ASB Rural Pest Management Equipment and Supplies Coyote control toxicants (1080) 4 Skunk Live Traps – no rental fee; renter charged replacement cost of trap if not returned in good condition within 1 month 2 - Grasshopper Bran Spreader 1 Truck Mounted 1 Quad Mounted \$50/day plus GST Weekends Charged As 1 Day	March – November (Rentals and Sales)  Purchase/Repairs (Ongoing)	<ul style="list-style-type: none"> <li>○ Bran Spreaders purchased through ASB CERP</li> <li>○ AF/AAF research equipment &amp; supplies purchase &amp; replacement with review of DO &amp; ASB</li> <li>○ Other equipment/supplies purchased/repairs from parts and repairs budgets</li> <li>○ AF/AAF/designated staff/ take bookings and arrange repairs as needed</li> </ul>	<ul style="list-style-type: none"> <li>○ AF tracks equipment rental and sales statistics; assists DO &amp; ASB members in CERP</li> <li>○ Equipment and supplies always in good working order</li> <li>○ AF/AAF/designated staff ensure renters are trained in safe and proper usage of equipment</li> <li>○ Renters expected to return equipment in good condition</li> </ul>
ASB Office Technology & Various Office Furnishings	Ongoing (Usage)  Purchase/Repairs (Ongoing)	<ul style="list-style-type: none"> <li>○ Purchased through ASB CERP</li> <li>○ Parts and repairs budgets</li> <li>○ AF/AAF research equipment purchase &amp; replacement with review of ASB members</li> <li>○ AF/AAF arrange repairs as needed</li> </ul>	<ul style="list-style-type: none"> <li>○ AF/AAF track equipment condition; assists DO/ASB members in CERP</li> <li>○ AF/AAF/staff obtain training in efficient use</li> </ul>
ASB Shelterbelt Tree Planter Free Rental; First Come/First Serve	May	<ul style="list-style-type: none"> <li>○ Purchased through ASB CERP</li> <li>○ Parts and repairs budgets</li> <li>○ AF/AAF research equipment purchase &amp; replacement with review of ASB members</li> <li>○ AF/AAF/designated staff take bookings and arrange repairs as needed</li> </ul>	<ul style="list-style-type: none"> <li>○ AF tracks usage; assists DO/ASB members in CERP</li> <li>○ AAF ensures planter in good working order</li> <li>○ AF/AAF designated staff ensure renters are trained in safe and proper usage of equipment</li> <li>○ Renters expected to return equipment in good condition</li> </ul>



## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

### **MUNICIPAL CHARACTERISTICS, CHALLENGES, AND HIGHLIGHTS OF OUR PROGRAMS:**

The 2011 Federal Census reports our MD population at 3,158 people living in 1,550 private dwellings. Total municipal land base is approximately 860,500 acres.

We continue to note increases in the numbers of country-residential landholders, mainly through subdivision, in areas near the Oldman River Dam, Gladstone Valley, Waterton Lakes National Park, and the Burmis/Lundbreck corridor. The ASB's relationship with these citizens is important, as they are "stewards of their land" along with their more traditionally agricultural neighbours.

**Awareness, promotion, & demonstration of economically & environmentally sustainable land and water use practices continue to be the top priority for our ASB,** and influence all our subsequent activities. We are proud to be a part of the Southwest Alberta Conservation Partnership (along with the ASB's from the MD's of Willow Creek and Ranchland). Local citizen-led initiatives such as the Beaver Creek and Pincher Creek Watershed Groups, which developed in part from encouragement and technical support from our ASB, are making a positive impact towards sustainable range and water management in our area.

Soil erosion from wind and water continues to be a major concern in our jurisdiction, although area producers have taken measures to reduce these problems considerably over the past two decades, through adoption of conservation farming practices, and sustainable range and water management techniques. **While our first focus is to prevent erosion from occurring through education and awareness campaigns aimed at our citizens, we will use enforcement provisions afforded us under Alberta's Soil Conservation Act to deal with emergency erosion issues in our district as appropriate.**

**Our ASB believes that invasive, non-native weeds are a large and growing threat to agricultural production and ecological integrity within our district. Their presence on the landscape is often a result of management techniques that favour their introduction and proliferation. Our ASB will employ an integrated approach to invasive weed issues within our district, focusing on prevention, early detection and rapid response to new or emerging weed infestations, and long term management and containment of existing weed infestations.** We maintain the inspection and licensing of our local cooperative seed cleaning plant (on which we have representation on their managing board), as well as inspecting and licensing mobile plants operating in our district. The purchase of weed-free forage and grass seed by individuals and industry is actively encouraged. Multi-media awareness and education campaigns targeted to both citizens and visitors on prevention and management of invasive weeds are crucial components of our overall efforts. Inspections and facilitation of control measures for weeds designated under Alberta's Weed Control Act and municipal bylaw are carried out on private land, municipal highways & grid roads, provincial highways, 5 hamlets, perimeters of the Oldman & Waterton Reservoirs, provincial parks & recreation areas, Canadian Pacific Railway, Shell-Waterton Gas Plant (including associated pipelines), provincial/municipal/private gravel pits with 'Weed Free' gravel in 2013, municipal and environmental reserves, Forestry and Public Lands, and our major river systems & their many tributaries. **While our first focus is to prevent or minimize effects of invasive weeds from occurring through education and awareness campaigns aimed at our citizens and the visiting public, we will use enforcement provisions afforded us under Alberta's Weed Control Act to deal with weed issues in our area as appropriate.**

Rural pests and crop diseases are issues for our area citizens. **Our ASB will strive to educate & inform our citizens on sustainable management strategies for agricultural/rural pests & diseases, employing the enforcement provisions afforded us under Alberta's Agricultural Pests Act as appropriate.**

Portable, specialized livestock handling equipment has been historically made available by the ASB to our producers. The livestock industry is moving toward better disease prevention and management, as well as achieving a more traceable product from "gate to plate". **The ASB will continue to facilitate provision of equipment to our livestock sector that assists in the shared goal of economic and environmental sustainability. We will also work with provincial and federal livestock disease management officials as required under Alberta's Animal Health Act.**



## MD of PINCHER CREEK ASB STRATEGIC AND OPERATIONAL PLAN – 2014-2016

The loss of Alberta Agriculture's district offices & staffing over the 1990's added (by default) extra demands on the ASB from our citizens for many services formerly provided by provincial officials. These include:

- Referral and/or access to agricultural/environmental specialists
- Representation for our area on agricultural/environmental issues to all levels of government & industry
- Agronomic and horticultural advice including varietal selection, fertility, diseases/insects, etc
- Environmental, crop pest, and crop production monitoring data for provincial and federal governments
- Assistance in accessing and completing provincial and federal government program forms and information
- General agricultural and environmental education and information availability to students & general public
- Interviews and articles for local/regional/national media on various agricultural and environmental issues

Recent enhancements to the ASB funding program through Alberta Agriculture & Food are viewed by our ASB as a long overdue renewal of the unique partnership between ASB's and the provincial government. This renewed and symbiotic relationship is helping us somewhat to address the services outlined above. **Our ASB will continue to help develop the partnership between our two levels of government, in conjunction with other organizations, jurisdictions, and industry, in an effort to bring the best quality agricultural and environmental services to our municipal citizens.**

### ASB STRUCTURE (as of October 2013)

- 4 Agricultural Citizens (voting) – appointed by M.D. Council
- 1 Elected Councilor (voting)
- 1 Alberta Agriculture & Food Representative (advisory, appointed by the ASB)
- 1 Director of Operations (advisory, appointed by the M.D. Council)
- 1 Agricultural Fieldman (advisory, appointed by the M.D. Council)
- 1 Assistant Agricultural Fieldman (advisory, appointed by the ASB)

**The Board elects a Chairman from their membership annually during organizational meetings in October, or as needed. Agricultural citizen members are also appointed annually, or as needed.**

### Current Members Of The Agricultural Service Board

(present as of November 26, 2013)

Susan Vogelaar	Producer Member – Current ASB Chairman
Dallis McGlynn	Producer Member – Current ASB Co-chair
John Lawson	Producer Member
Tony Bruder	Producer Member
Fred Schoening	Council Member
Jim Hansen	Alberta Agriculture & Food (Advisory – Non Voting)
Leo Reedyk	Director of Operations (Advisory – Non Voting)

The Agricultural Fieldmen manage ASB operations from their base, located at the Pincher Creek Municipal Airport. Additional seasonal staff is hired to carry out the ASB programs. Typical positions have included: Roadside Sprayer Operator, ASB Yardperson, Municipal Weed Inspectors, Restricted/Noxious Spot Weed Control Crew, and Southwest Conservation Partnership Coordinator.

**FUNDING:** The ASB receives funding for programs from the following sources:

<b>A</b>	2012 Annual Alberta Agriculture & Food ASB Operating Grant	\$	<b>168,359.46</b>
<b>B</b>	2012 Other Revenues (equipment rentals, sales of goods & services, reserve transfers, used equipment sales, other provincial grants for other jurisdictions)	\$	<b>134,011.13</b>
<b>C</b>	2012 Contribution - M.D. Property Taxes ( <b>3,158 residents</b> ) (varies - dependent upon revenues from <b>B</b> ) - From 2012 Actual ASB Operations	\$	<b>218,395.53</b>
<b>D</b>	<b>Total 2012 Actual ASB Program Expenses</b>	\$	<b>520,766.12</b>

**Other Relevant Documents (Contact Agricultural Fieldman for Copies):** ASB MD9 History 1946 – 2009

**Certification and Mandatory Signatures for Application**

**This Application Form may be signed by an elected official or by another person if authorized by municipal council to sign and a designated officer acting alone if so authorized by council. Alberta Agriculture and Rural Development requires either two signatures or one authorized signature and a seal**

\_\_\_\_\_  
**Signature**                      **Date**

\_\_\_\_\_  
**Signature**                      **Date**

\_\_\_\_\_  
**Print name and title of authorized signature**

\_\_\_\_\_  
**Print name and title of second authorized signature**

**Shane Poulsen, BSc., Agricultural Fieldman**

Phone 403-627-4151

**Lindsey Cockerill, BSc., Assistant Agricultural Fieldman**

Phone 403-627-4151

Southwestern Alberta Conservation Partnership (SACP) funding is administered by Municipal District of Ranchlands, with them, ourselves & MD of Willow Creek being members of the partnership.

Municipal District of Pincher Creek #9 – Agricultural Services Contact Information

Shane Poulsen, Agricultural Fieldman

Office phone: 403-627-4151    Cell phone: 403-339-8741    Fax: 403-627-3075

Email: [spoulsen@mdpincercreek.ab.ca](mailto:spoulsen@mdpincercreek.ab.ca)

Mailing address: Box 279  
Pincher Creek, Alberta  
T0K 1W0

Municipal Administration Office Contact Information

Leo Reedyk, Director of Operations

Office: 403-627-3130    Fax: 403-627-5070

Email: [leoreedyk@mdpincercreek.ab.ca](mailto:leoreedyk@mdpincercreek.ab.ca)

Mailing Address: Same as above

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1235-13

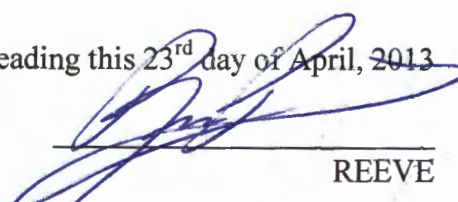
A Bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, for the purpose of closing a portion of a public roadway in accordance with Sections 22 and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

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

- WHEREAS** the lands described below are no longer required for public travel;
- WHEREAS** application has been made to Council to have the roadway closed, and
- WHEREAS** the Council of the Municipal District of Pincher Creek No. 9 deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and
- WHEREAS** the advertising requirements of Section 606 of the Act have been complied with;
- NOW THEREFORE** be it enacted that the Council for the Municipal District of Pincher Creek No. 9 in the Province of Alberta does hereby close to public travel for the purpose of disposing of the following described roadway, subject to rights of access granted by other legislation or regulations and to enable the transfer of title to the roadway:

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE BETWEEN NE27-8-1-5 AND NW 26-8-1-5, LYING SOUTH OF THE NORTHEASTERLY PRODUCTION ACROSS SAID ROAD ALLOWANCE OF THE SOUTHEAST BOUNDARY OF ROAD PLAN 829JK, CONTAINING 0.634 HECTARES (1.57 ACRES) MORE OR LESS, EXCEPTING THEREOUT ALL MINES AND MINERALS.

Received first reading this 23<sup>rd</sup> day of April, 2013

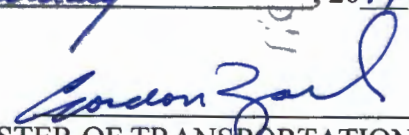


REEVE



CHIEF ADMINISTRATIVE OFFICER

APPROVED this 21 day of February, 2014.



MINISTER OF TRANSPORTATION

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

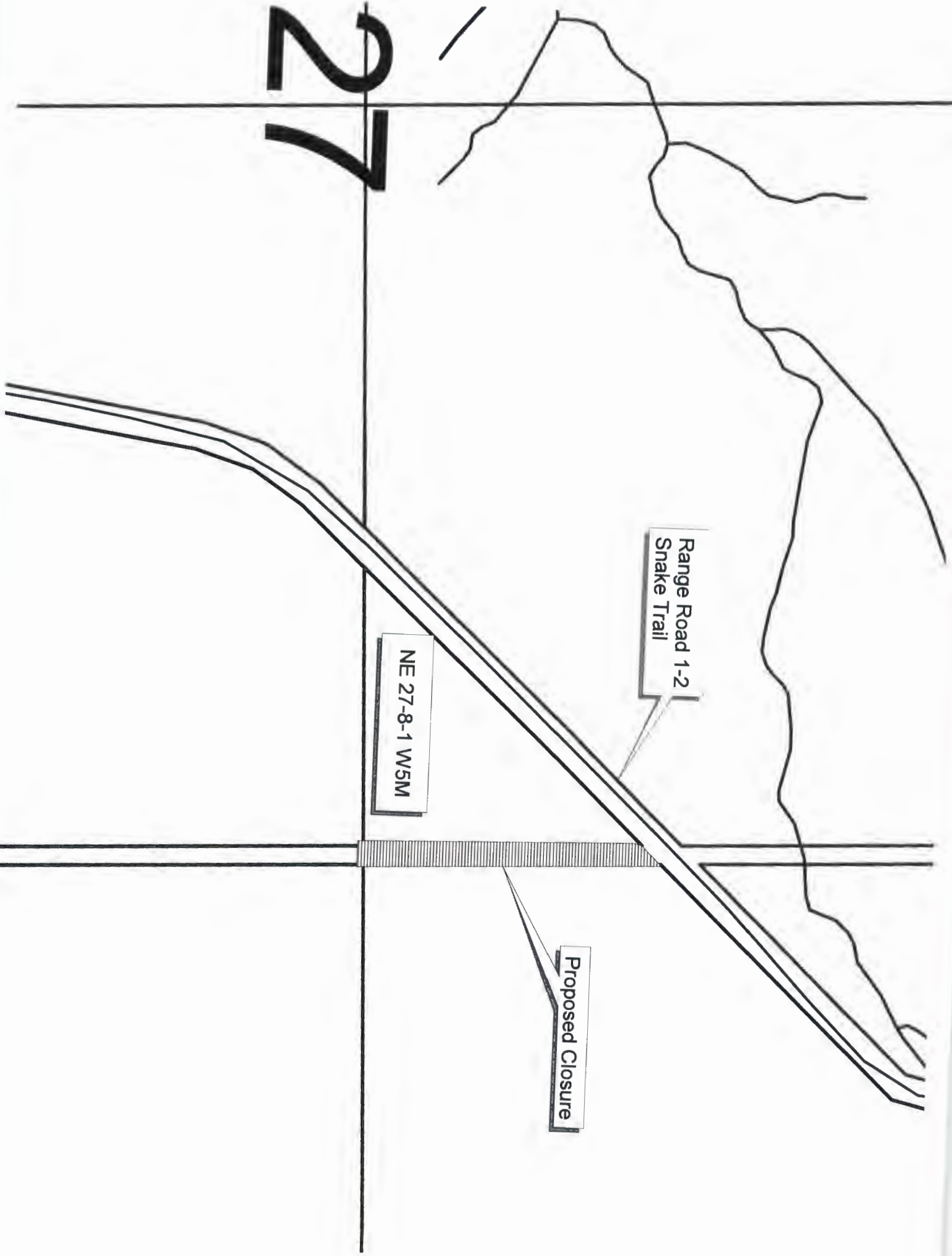
Received third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

REEVE

CHIEF ADMINISTRATIVE OFFICER



27



Range Road 1-2  
Snake Trail

NE 27-8-1 W5M

Proposed Closure

# Young Parkyn McNab LLP

CHARTERED ACCOUNTANTS  
#100, 530 - 8 Street South, Lethbridge, AB T1J 2J8  
Phone 403-382-6800 Fax 403-327-8990 Toll Free 1-800-665-5034

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February 26, 2014

To the Reeve and Council  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, Alberta T0K 1W0

Ladies and Gentlemen:

RE: 2013 ANNUAL AUDIT OF MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

We have been engaged to provide the following services for the Municipal District of Pincher Creek No. 9 for the year ending December 31, 2013:

- Audit the consolidated statement of financial position and the related consolidated statement of operations, change in net financial assets (debt), and cash flow
- Prepare the income tax returns and associated schedules
- Audit and assist in the preparation of the Financial Information Return (FIR)

We are pleased to provide the following report relating to our audit of the financial statements for the Municipal District of Pincher Creek No. 9. The matters identified are included in this report which has been prepared solely for the information of the Council and is not intended for any other purpose. As such we accept no responsibility to a third party who uses this report. Our report is intended to assist the Council in fulfilling its obligation with respect to the 2013 financial statements. We would be pleased to further discuss any of the issues addressed in the report or any other issue which may be of interest or concern.

Yours truly,

YOUNG PARKYN MCNAB LLP



Darren Adamson, CA  
Enclosure

## I. Purpose and Scope of Examination

Management, with the oversight of those charged with governance, is responsible for the preparation of the financial statements and accompanying notes. Young Parkyn McNab LLP will advise management about appropriate accounting principles and their application and assist in the preparation of the financial statements, but the responsibility for the financial statements remains with management. This includes responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies, safeguarding assets and preventing and detecting fraud and error.

Our responsibility as auditors is to report to the Council whether these financial statements present fairly, in all material respects, the financial position and results of operations and cash flows in accordance with Canadian public sector accounting standards. This audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatements. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of Municipal District of Pincher Creek No. 9 to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and,
- The internal controls put in place by management to address such risks.

Since our audit does not involve a detailed examination of all transactions, it could not necessarily be expected to detect all misstatements, particularly intentional misstatements concealed through collusion. The discovery of such irregularities may, of course, result from our examination and, if so, we will report on any such significant matters to you.

### Audit Committee (or Equivalent) Members' Responsibilities

The audit committee's (or equivalent) role is to act in an objective, independent capacity as a liaison between the auditors, management and the Reeve and Council, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The audit committee's (or equivalent) responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;



- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to the Council for approval.

II. Communication with the Council

In accordance with the auditing standard "communications with those having oversight responsibility for the financial reporting process", the following matters are recommended to be communicated to the Council prior to the completion of the audit.

<b>Matters to be Communicated</b>	<b>Reference/Comment</b>
1. Management and the Auditors' Responsibility Under Generally Accepted Auditing Standards	Discussed under the heading "Purpose and scope of examination."
2. Planning	<p>Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.</p> <p>Materiality in an audit is used to:</p> <ul style="list-style-type: none"> <li>• Guide planning decisions on the nature and extent of our audit procedures;</li> <li>• Assess the sufficiency of the audit evidence gathered; and</li> <li>• Evaluate any misstatements found during our audit.</li> </ul> <p>Materiality is defined as: Materiality is the term used to described the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.</p> <p>We plan to use a materiality of \$300,000. The materiality for last year's audit was \$250,000.</p>



	<p>In responding to our risk management, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.</p>
3. Timing of the Audit Engagements	<ul style="list-style-type: none"> <li>• February 27 and 28, 2014 - Fieldwork at your location</li> <li>• April 8, 2014 - Council meeting to approve statements</li> <li>• May 1 - deadline for submission to Municipal Affairs</li> </ul>
4. Illegal Acts, Intentional Misstatements, Fraud and Errors	<p>Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.</p> <p>These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the audit committee (or equivalent).</p> <p>It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or audit committee members become aware of circumstances under which the Municipal District may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.</p>
5. Major Issues Discussed with Management that Influence Audit Appointment	<p>No major issues were discussed with management prior to our appointment as auditors.</p>
6. Written Representations from Management	<p>At the conclusion of the audit, prior to the release of our auditors' report, we will request that management provide us with written representation that it has fulfilled its responsibility for the preparation of the financial statements and that it has provided us with the required information for us to complete our audit. We will not be able to provide an audit opinion if management does not provide this written representation.</p>

7. Auditors' Independence	<p>We provide you with the following to assist in your assessment of our independence:</p> <ul style="list-style-type: none"><li>• Financial statements issued by Young Parkyn McNab LLP are subject to a partner review process. This process requires that a partner review items significant to the audit such as planning, materiality, application of GAAP and financial statement items and disclosure.</li><li>• We are aware of no relationship between the Municipal District and Young Parkyn McNab LLP that, in our professional judgment, may reasonably be thought to bear on our independence.</li></ul>
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**BYLAW NO. 1245-14  
OF THE M.D. OF PINCHER CREEK NO.9**

**(hereinafter referred to as "the Municipality")**

**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by way of an agreement with the Village of Cowley in the amount of \$1,400,000.00 for the purpose of obtaining title to the property where the Village of Cowley water treatment facilities are located.**

**WHEREAS:**

The Council of the Municipality has decided to issue a bylaw pursuant to Sections 251 and 258 of the *Municipal Government Act* to authorize the financing by agreement with the Village of Cowley for title to the property where the Village of Cowley water treatment facilities are located;

A purchase price of \$1,400,000.00 has been agreed with the Village of Cowley and no grants will be applied to the purchase;

In order to complete the purchase it will be necessary for the Municipality to enter into an agreement with the Village of Cowley to pay the sum of \$1,400,000.00 over a period not to exceed ten (10) years;

The estimated lifetime of the purchase financed under this bylaw is equal to, or in excess of ten (10) years;

The principal amount of the outstanding debt of the Municipality at December 31, 2012 is Six Million Four Hundred and Seventy-Three Thousand Seven Hundred and Ninety-Four DOLLARS (\$6,473,794.00) and no part of the principal or interest is in arrears; and

All required approvals for the purchase have been obtained and the purchase is in compliance with all *Acts* and *Regulations* of the Province of Alberta

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This bylaw may be cited as "Regional Water Infrastructure Borrowing Bylaw No. 1245-14".
2. That for the purpose of obtaining title to the property where the Village of Cowley water treatment facilities are located the sum of One Million Four Hundred Thousand DOLLARS (\$1,400,000.00) be borrowed from the Village of Cowley by way of an agreement with the Village of Cowley for payment on the credit and security of the Municipality at large, of which amount the sum of \$1,400,000.00 is to be paid by the Municipality at large.
3. The proper officers of the Municipality are hereby authorized to enter into an agreement with the Village of Cowley on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely obtaining title to the property where the Village of Cowley water treatment facilities are located.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely a down payment of \$140,000.00 upon signing of the agreement and annual equal payments on the remaining balance of combined principal and interest instalments not to exceed ten (10) years calculated at a rate of 2.942% (Schedule 'A' attached). The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.

6. The net amount borrowed under the bylaw shall be applied only to the purchase specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS

28<sup>th</sup> day of January, 2014

READ A SECOND TIME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 2014

READ A THIRD TIME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 2014

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



# M.D. of Pincher Creek No. 9 Statement of Cash Position

E3c

## Month Ending February 2014

<b>BANK STATEMENT C.I.B.C.</b>	<b>February</b>	<b>January</b>
<b>General Accounts</b>		
Bank Statement Balance	-655,887.38	-832,381.86
Deposits After Monthend	2,506.72	7,097.88
Cash On Hand	300.00	300.00
Less Outstanding Cheques	271,890.84	116,474.53
<b>Month End Cash Available (- Overdrawn)</b>	<b>-924,971.50</b>	<b>-941,458.51</b>

<b>M.D.'S GENERAL LEDGER</b>	<b>February</b>	<b>January</b>
Balance Forward from Previous Month	-941,458.51	660,001.21
<b>Revenue for the Month:</b>		
Receipts and Interest for the Month	1,381,114.36	1,256,394.73
Interest for the Month	211.47	456.54
Transfer from Short Term Investments	0.00	0.00
<b>Disbursements for the Month:</b>		
Cheques Written	1,102,790.65	2,595,686.65
Payroll Direct Deposits and Withdrawals	223,423.23	223,423.37
Electronic Withdrawals - Utilities and VISA	30,694.72	38,864.63
Banking Transaction Fees	219.83	261.34
Bank Overdraft Fees	4,242.34	75.00
Transfer to T-Bill Fund - Tax Forfeiture Land Sale:	3,468.05	0.00
<b>M.D.'s General Ledger Balance at Month End</b>	<b>-924,971.50</b>	<b>-941,458.51</b>

<b>SHORT TERM INVESTMENTS - C.I.B.C.</b>	<b>February</b>	<b>January</b>
T-Bill Funds for General Account	1,216.59	1,215.94
T-Bill Funds Public Reserve Trust	213,787.93	213,787.93
T-Bill Funds Bridge Repair Advances	105,041.18	105,041.18
T-Bill Funds MSI Capital Grant Advances	2,782.72	2,782.72
T-Bill Funds Performance Bonds	35,538.55	35,538.55
T-Bill Funds Lottery Board Account	2,175.26	2,175.26
T-Bill Funds Regional Water Advance	2,080.11	2,080.11
T-Bill Funds Federal Gas Tax Grant Advance	707,732.06	707,732.06
T-Bill Funds Tax Forfeiture Land Sales	3,468.05	0.00
	<b>1,073,822.45</b>	<b>1,070,353.75</b>

<b>LONG TERM INVESTMENTS</b>	<b>February</b>	<b>January</b>	<b>Annual Rate</b>	<b>Original</b>	<b>Original</b>
<b>Financial Institution</b>	<b>Market Value</b>	<b>Market Value</b>	<b>of Return</b>	<b>Investment</b>	<b>Investment</b>
			<b>2013</b>	<b>Date</b>	<b>Amount</b>
C.I.B.C. Wood Gundy - Bonds	7,760,496.41	7,728,780.25	1.49%	Nov-88	1,255,915.75
Bank of Montreal Nesbitt Burns - Bonds	3,819,261.20	3,819,261.20	-2.23%	Jul-99	2,000,000.00
	<b>11,579,757.61</b>	<b>11,548,041.45</b>			<b>3,255,915.75</b>

### COMMENTS

<b>March Items of Note</b>	<b>Amount</b>
Revenue In - Regional Water System Advances	1,000,000.00
Revenue In -	
Expense Out - Debenture Payments	107,000.00
Expense Out - School Requisitions	635,000.00
Expense Out -	
Expense Out -	

This Statement Submitted to Council this 11th Day of March 2014.

  
Director of Finance

February 21, 2014 to March 6, 2014

## DISCUSSION

- February 25, 2014 Policies and Plans
- February 25, 2014 Regular Council
- February 25, 2014 Joint Council – Ranchlands
- February 27, 2014 Emergency Services
- March 3, 2014 Interviews
- March 3, 2014 Interviews
- March 4, 2014 Council Strategic Planning
- March 4, 2014 Castle Mountain Area Structure Plan
- March 4, 2014 Subdivision Authority
- March 4, 2014 Municipal Planning Commission
- March 5, 2014 Safety Meeting
- March 11, 2014 Policies and Plans
- March 11, 2014 Regular Council

## UPCOMING:

- March 14, 2014 Alberta Health Services
- March 16 – March 19, 2014 AAMDC
- March 25, 2014 Policies and Plans
- March 25, 2014 Regular Council
- March 27, 2014 Emergency Services
- March 27, 2014 Coffee with Council – Twin Butte
- April 1, 2014 Council Strategic Planning
- April 1, 2014 Municipal Planning Commission
- April 8, 2014 Policies and Plans
- April 8, 2014 Regular Council
- April 11, 2014 Volunteer Luncheon

## OTHER

## RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of February 21, 2014 to March 6, 2014.

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Prepared by: CAO, Wendy Kay Date: March 6, 2014

Presented to: Council Date: February 11, 2014

An aerial photograph of a valley with mountains in the background. A large white graphic overlay, consisting of two overlapping curved shapes, is positioned in the center of the image. The text 'M.D. of PINCHER CREEK' is written in black on the left side of the white overlay, and 'STRATEGIC PLAN' is written in blue on the right side.

M.D. of PINCHER CREEK

STRATEGIC PLAN

Kenneth Kendall Consulting





## INTRODUCTION

On January 20<sup>th</sup>, 2014 the municipal council for the MD of Pincher Creek participated in a strategic planning session with the intent of developing a business plan which outlines goals for the MD. Council intends to create the following corporate and community culture by doing the following.

*Create and improve community engagement and develop and strengthen partnerships with residents, community organizations, social services, schools, businesses, and governments.*

*Provide best value for money, continually review operational processes, eliminate redundancies, evaluate changing conditions or improved technologies to reduce cycle time and improve service to deliver best value for money.*

*Monitor and report progress, continue to improve service delivery through use of best practices, regional cooperation, and consultation to anticipate and exceed citizen expectations.*





## VISION

Council and administration know that a strategic plan, like any well thought out plan has many benefits: it increases efforts, encourages persistence, provides direction, and creates the development of task strategies. Since planning is really about choosing the goals that will support the vision that council has created for the municipality, it is important that the goals being set meet specific criteria. The ways to accomplish that are by making sure the goals are achievable, have time lines, are specific, produce results, and are measureable.

To assist their vision Council wants administration to concentrate on multiple priorities. The discussions that were held over a two-day period identified a list of short-term priorities that need to be satisfied in a forthright manner. Proper implementation of these priorities will allow the organization and the community to achieve mid and long range goals.

The implementation of these priorities will be the primary focus of the senior administration with the intent of satisfying 10 of these priorities in the next twelve months. The priorities identified by Council can be classified into six groups.

Governance and Administration

Financial Management

Infrastructure and Capital Equipment

Economic Development and Community Development

Protective Services

Social Services



# PROCESS

Strategic planning is a process for identifying the key issue(s) that need to be addressed if the organization, or in this case the municipality, is to meet its goals. However, in order to get to this point, much discussion and research needs to take place. What is success to one person may be entirely different to another. As well, many opinions or impressions can be based upon data or circumstance which is no longer true and or relevant. So the process of strategic planning is also about sorting out conflict where it may arise and of building consensus around important themes and issues that need to be successfully addressed.

It should be noted that strategic planning differs from organizational planning in some important ways. Organizational planning does not challenge standard assumptions and operations the same way that strategic planning does. Strategic planning assumes that activities, programs, and organizational structures will be supportive of the strategic direction. Strategic planning can, therefore, be seen as a major vehicle for organizational change. Strategic planning does not support that the future will simply be a continuation of the present.

The strategic planning process has identified the need to address short-term operational issues to ensure that the organization is properly aligned with abilities and skills to pursue long-range goals for the MD. Listed below are short term and long-term goals.



# GOALS

An important step in the strategic plan is the ability to track the progress towards goal achievement. This is done by setting both short-term goals and mid to long-range goals. The majority of the goals outlined in this plan are being considered as short-term goals to be accomplished within the 12-month period. Goals concerning Infrastructure, Capital Equipment and Protective Services, those are to be considered more mid to long-range goals.

## Governance and Administration

### Citizen Interaction

Council recognizes the importance of good interaction with its citizens and wants to improve its interaction with the residents of the MD of Pincher Creek. Their desire is to improve lines of communication and involvement of its citizens. Council also wants to ensure that the municipal organization is striving to improve its employees and creating a positive environment that includes learning and professional development. The following points of focus were discussed.

*"Restoring confidence in local government/ User friendly"*

The opinion of elected officials by the general public in society has been very low in recent years. In many cases, the actions of politicians at senior levels of government paint a bad picture for all elected officials and this trickles down to local government municipal councillors. Council would like to make efforts to restore the confidence in local government. Therefore, Council is tasking administration to create opportunities and efforts to increase accessibility by the citizens to its local





government. Council would like administration to create opportunities for community engagement and strengthen partnerships with residents, neighbourhoods, community organizations, social services, schools, businesses and governments.

*"Interaction with citizens/ Increase engagement of public"*

*"Coffee with council"*

Improving interaction with citizens should be a daily priority for all municipal staff members. Generally the only time council and administration engage the public in meaningful dialogue is during a public information event to deal with an issue which generates public dissatisfaction. Instead, the goal should be to engage the public and open lines of communication when there is no controversy. One method to accomplish this is to hold a regular "coffee with council" evening where a few hours is dedicated to meeting the public and answering or dealing with any of their questions and

concerns. This night should also be attended by all key staff of the MD. That way administrative and operational staff are there to answer questions as well. This helps place a face to a name for the public.

*"Close the loop on public communication and complaints"*

A method of managing public complaints received by the MD staff or the elected officials must be created. There are concerns raised by council about complaints they receive and not knowing if these complaints when forwarded to administration have been handled in a timely fashion. This ability to follow a complaint to a conclusion whether the problem is resolved or cannot be resolved is important, and is a key point in assuring the public that their concerns are being heard and acted upon. Even citizens who did not get a satisfactory resolution can at least take comfort in the fact that their concern was addressed.

*Improving lines of communication with the public*





Web page

Newsletter

Public meetings

Improving lines of communication with the public will always be an ongoing concern. Many municipalities spend much effort communicating in forms of media and other conduits for communication in the public domain. The bare minimum for any municipality is a newsletter, articles and advertisements in the local paper and a webpage. The MD can explore the possibilities of improving communication with the use of Facebook and Twitter. Caution should be exercised to determine exact costs in implementing these efforts. The setup of these venues is inexpensive, but the real cost comes from maintaining the sites and ensuring timely (daily) updates of information and response to public inputs on these venues.



## Terms of Reference for Boards and Committees

Every municipality relays heavily on its citizen volunteers. With increasingly busy lifestyles and other commitments in people's lives it is important to recognize that asking a person to commit to a board or committee is asking them to invest some of their valuable personal time into the community. Council recognizes the importance of its various boards and committees and has decided to focus attention on the need to actively recruit members of the community and to ensure that those volunteers feel their commitments to these committees and boards are meaningful and appreciated. It is important that the boards and committees have a purpose and the time invested by the volunteer public members has purpose.

With those guiding thoughts, Council has determined that administration



should develop an updated and revised set of terms of reference for each committee and board created by the MD. The updated terms of reference will address limits of responsibility and authority; identify the budgets allocations and approval authorities for all committees and boards. The updates will include number of public members, staff members, and councillors permitted on each committee and board. Defining roles of the board and committee members including administration support staff and non-voting members. This will also include membership terms for the public members and create a continuity of knowledge by ensuring overlapping of new board members with veteran board members. Term limits will also be established to ensure that the municipality is not burning out its volunteers by establishing a maximum number of years of service on a board or committee.

## **Systematic Review of Municipal Policy Manual**

Council also would like to see a complete review of the MD of Pincher Creek municipal policy manual. They feel it is time to review all municipal policies. Administration should consider establishing a legislative timetable for municipal business. This time table would be presented to Council at the beginning of every year for their review and approval. The time table would outline and assign agenda calendar dates to all core municipal business and council decisions.

### **Draft/Amend Municipal Bylaws**

- *Unightly premises*

- *Noise*
- *Signage*

Council has also set a goal of reviewing, amending, or drafting municipal bylaws. Three specific bylaws come to mind that require early attention which are Unightly Premises, Noise and Signage bylaws. Council would like these bylaws to be amended or drafted to be more specific and clearly define consequences and fines to contravention of the bylaws. It would also be prudent to establish a regular review process of all relevant municipal bylaws based on administration guidance or community feedback.





## Financial Management and Goals

Council determined that they wanted better information on the finances of the municipality. They need this information so that they can provide efficient, affordable, accessible, and reliable public services that sustain mobility, public safety, the economy, and community liveability. They did agree on the following fundamental issues.

- *Taxation is to be maintained at the cost of living increases on an annual basis*
- *Spending is to be based on good value for the dollar.*
- *Reserves for the MD are to be properly identified and classified into committed and uncommitted categories and the reserves that have been established based on capital projects are to be reviewed. The intent of the review is to ensure that the reserve is properly allocated to a*

*supportable capital need for the future*

- *Revenue Sources*
  - *Grants are to be pursued in a more aggressive fashion. Administration is to properly assign the responsibility of grant applications to the appropriate senior management position. Access to grants is to improve and time is to be taken to ensure that all available grants are being applied for.*
- *Fiscal Monetary Policy is needed and Council wants a policy to be created after a review of all reserves is completed and each councillor is properly informed of the reserve commitments. The monetary policy would help*





identify sustainable spending limits for the municipality to help ensure that over expenditures do not occur unless a very strong case could be made for increased spending in a budget year. The policy would also ensure equal distribution and allocation of resources across the entire municipality. This can always be an area of contention and a need for equity is important.

Council wants administration to develop an information sheet available to the public explaining what services are provided for the tax dollar. They feel it is an important piece of information that should be available for the residents of the MD. Council also wants to examine the merit of whether a lobbyist would add value and increase the profile of the MD to senior level government departments.



## Infrastructure and Capital Equipment

What is provided below is a preliminary list of potential capital projects. A more detailed list was not created as Council wanted a better understanding of committed reserves for present and future capital projects and an accurate picture of the municipal finances and what could be considered sustainable spending.

### New Seniors Lodge

Council deemed it important to determine the status of a new seniors lodge for the community. This facility has been talked about for some time and yet there is little forward movement on this project. They would like to understand the status of the application process and where it stands in the priority list

### Road Construction

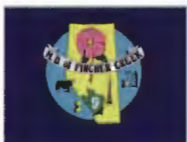
Council requires a long-range new road construction and reconstruction plan for the municipality. This plan will classify and prioritize all roads paved and gravel surfaced roads in the MD. It will identify in a logical fashion new road construction, existing road reconstruction, existing road upgrades, existing road downgrades and potential road abandonments. This plan will be linked to existing financial reserves established and will determine the need to create new financial reserves for future projects. The completed plan will then coordinate with five year financial capital plans and an integrated capital plan and funding model for grants and property taxes and will establish the future projects of the MD.

*Capital road projects for consideration within the next 5 years*

*Highway 774*

*Christie Mines Rd*

*Ashville rd.*



## Large Capital Vehicle

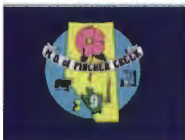
### Purchases

Council wants a plan developed to address all equipment needs and present operations of heavy equipment. They would like to see a 10 year equipment replacement plan established for all equipment owned by the MD. Ten years could be considered the baseline for replacement. Not all equipment will need to be replaced in a ten-year horizon and some high use pieces of equipment may need to be replaced on a more aggressive time line of less than ten years. The plan should address

- types of equipment (existing equipment and new equipment)
- hours on equipment
- size of equipment
- pickup trucks and intended uses/users
- life cycle of the equipment and timings for future replacement

An operational plan should also be created to determine most efficient use of manpower and equipment and the allocation of those resources to MD maintenance and construction operations. This plan should be created annually and presented during the yearly budget approval process to support financial budget requests. Council will task administration to streamline assignment and operators of equipment to increase efficiencies.

Council also wants to ensure that administration implements sustainability principles in all municipal operating and reporting systems. Provide best value for money, continually review operational processes, searching out redundancies, changing conditions or improved technologies to reduce cycle time and improve service to deliver best value for money. Monitor and report progress, continue to improve service delivery through use of best practices, regional





cooperation, and consultation to anticipate and exceed customer expectations.





## Planning, Development, and Economic Development

Council reviewed planning and development and they feel that it is important to ensure that all major planning documents and bylaws are up to date and reflective of the needs of the municipality. They feel it is time for major reviews of plans, bylaws and policy to be developed based on proper research regarding consideration being given to commercial and industrial development, residential development and economic development. To satisfy these needs, Council will direct administration to proceed with the coordination of the following

- *Area structure plan for Castle Mountain area*
- *Amendments and review of MDP required due to Area Structure Plan amendments*

- *Major review of Land Use Bylaw in 2015*

Address information gap regarding windmills in the MD. Presently 500 windmills is the approved maximum number for the MD. Currently approximately 300 windmills are developed and in use with 200 approved for future construction. There is a need to better understand the legal requirements and authorities regarding approvals within the LUB and issuance of development permits for windmills and the development obligations that can be placed upon windmill development. This is especially true with regards to the reclamation of old windmill sites.

## Economic Development

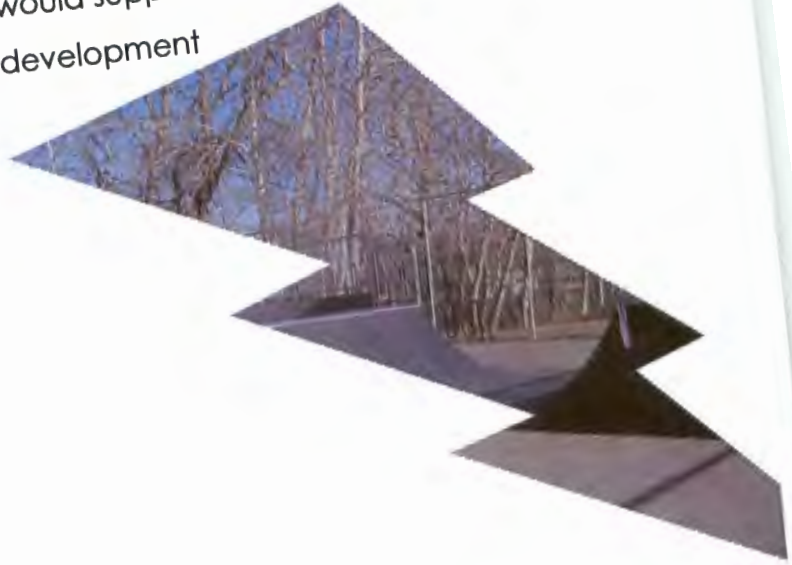
Council has agreed to continue supporting Alberta South West as the municipality's economic development entity. They feel there is good value for the money. They promote the region, but they would like to better understand what are the tangibles created by Alberta S.W. Council does



not see the need to create an economic development position within the staff structure.

The MD would like to work closer with the Town for economic development and would like to meet with the Town about future development and operations of the airport. Council feels Pincher Station provides economic development and growth possibilities and this should be examined in the future. Another area for research is the development and installation of

water/sewer infrastructure which could lead to potential residential development. Council is open to examining the possibilities of residential development in some parts of the MD. Council is aware that not all areas would support expanded residential development



## Protective Services

Council supports the Emergency Services Commission, and will work to help implement the transition to the Commission model over the next 3 years. MD understands the benefits of a Commission but Council wants to ensure that operations and policies of the new Commission mesh well with municipal operations, administration, and legislative structure. The continued operation and management of the ambulance service is important to the MD and the citizens of the region. Emergency management and disaster preparedness is to undergo a transition in the next 2 years to ensure it is integrated into the Commission and the member municipalities. This transition is to be positive for all member municipalities of the Commission and will improve communication and training of municipal staff and public volunteers.

## Fire Hall Twin Butte

Consideration should be given to the determination of the need for a firehall in Twin Butte. Emergency Services should consider the operational benefits and costs of locating a hall in that area of the MD. Presently there is consideration being given to a fire hall location in Beaver Mines as well. Proper planning and costing of this project must occur and a recommendation made to the MD and newly formed Commission to determine magnitude of cost, purpose of the facility and its intended uses.

## Airport

Council would like to work with the Town in promoting the local airport and assisting in the operations of the facility. There could be growth opportunities with increased promotion of the airport as this is a key transportation facility for the region.



## Recreation, Parks and Culture

Council would like more information on existing recreation, parks and culture facilities that exist within the MD boundaries. From this information a plan can be created to address the needs of the citizens of the municipality. Council would like to see development of park spaces in hamlets to improve those communities. Green space development can be active play parks, passive parks or trail systems and pathways.

A regional perspective on trail development may be a possible project to undertake. The types of park spaces that need to be considered are:

*Passive parks*

*Active parks*

*Paths Trails and walkways*

## Recreation Facility, Recreation Programs and Community Funding Programs

The MD is also actively involved in funding agreements for recreation, parks, culture, social services and libraries. Council has determined the importance of those funding agreements and will maintain the following support for the following municipal and community entities.

- Present funding levels for town operated recreation and culture facilities will stay as set at \$330,000 per year for operation support which equates to \$100/capita for the MD's population level
- Council has committed to placing \$95,000 per year in MD reserves annually to support capital expenditures required and justifiable for recreation and culture facilities. This amount equates to approximately \$30/capita for the MD's population level.
- Local Library and regional library funding will maintain its



present funding level of \$115,000 per year for local and regional library support.

- The MD will continue to support FCSS and maintain its funding level of \$112,000 annually.
- Community Development/ Grants to groups. The MD will continue to support its joint

funding \$125,000 per year with the Town of Pincher Creek.

MD Council understands the importance of Social Services. They do believe that the local Food bank may require consistent funding in the future. Council will direct administration to study the need for support.



## Conclusion

Council will expect senior administration to monitor and report progress towards desired outcomes. The priorities of the Strategic Plan and supporting departmental strategies, actions and initiatives will support the Strategic Plan, and will be monitored to gauge success. This will be achieved through the establishment of performance indicators and targets that best represent the key issues being addressed. These results will serve to evaluate the municipalities progress and the next cycles of decision-making. This will assist in identifying future goals and closing the gaps on those goals yet to be achieved.

Municipal District of Pincher Creek's economy is connected locally, regionally and globally, providing diverse economic opportunities, ranging from green technology (windmills) to agriculture. The MD of Pincher Creek's clean, appealing

environment and breath taking location, skilled workforce, and excellent community feeling make it an ideal location to live, work and conduct business. MD of Pincher Creek ensures sustainability with prudent financial management, longterm planning of capital expenditures, desire to provide efficient, affordable, accessible and reliable public services that meet community expectations and are achieved through careful management, innovation, monitoring, community involvement and meaningful consultation.

The local economy is connected regionally and globally. The challenge is to play a part in building a vibrant connected economy that is responsive to change and provides diverse and viable economic opportunities in a rapidly globalizing world. Being resilient in turbulent economic times is key.



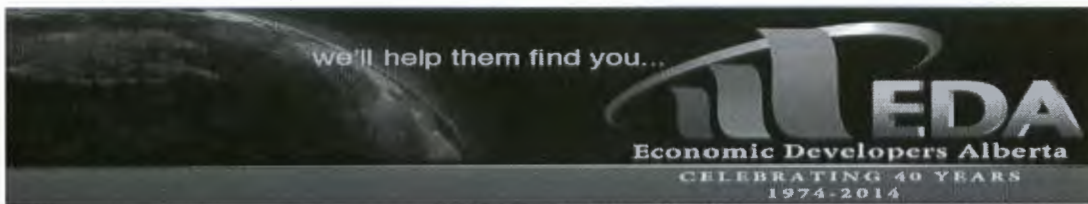
The MD embraces the role of promoting and supporting community economic interests and active engagement in regional economic development strategies. The municipality feels that they are leaders in clean energy and this is evident in the windmills that dot the country side. The MD promotes the high quality of life, place and environment that offers citizens and businesses the opportunity to grow and prosper.

The Council wishes to support continued growth and prosperity and ensure that its citizens enjoy a quality of life and sustainability of the natural environment that meets the needs of future generations.





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## 2014 Annual Conference

Our next annual conference and AGM takes place at the Delta Kananaskis, April 9-11, 2014. The theme is "Promoting Commitment, Community and Collaboration for 40 Years".



### Registration Costs

**Members:** \$460 + GST

**Non-Members:** \$500 + GST

Conference Registration Reimbursement Policy: Please note, EDA will issue a full reimbursement less \$50 administration charge prior to March 21, 2014; however, no reimbursements will be issued after March 22, 2014.

To register click [here](#).

### Hotel Venue & Rates:

The conference will take place at the Delta Kananaskis Lodge in Kananaskis Country. Rooms are subject to availability (there are very few king beds available).

ROOM CATEGORY	ROOM RATE
Delta Room (2 Queens)	\$149.00
Premier Room (2 Queens/Balcony)	\$149.00
Deluxe Room (1 King)	\$149.00
Signature Club Room (2 Queens or 1 King)	\$209.00
Suites (Family, Loft or Executive)	\$244.00

**ADDITIONAL ROOM OCCUPANTS:** Each extra person sharing a room over and above 2 adults will be charged an additional \$25.00 per night. There will be no charge for children up to and including the age of 18 years who share with their parents.

**PRE AND POST RATES:** The Conference rate will be honoured for two (2) days prior and two (2) days after, at above stated rates, based on single or double occupancy. This rate is based on space availability and the European Plan (no meals). Please note that service charges are not included in the above European Plan rates. There is an additional \$9.00 per person (plus tax where applicable), daily charge to cover portage, housekeeping and conference services. This charge will be applied to the night(s) of April 9, 10, and 11, 2014.

To book your hotel room:

- Online reservations click [here](#).
- Or call Toll Free: 1-866-432-4322
- Direct line: 1-403-591-7711
- Group Name: EDA 2014 (Economic Developers Association)

### Transportation Options:

To download an overview of transportation options click [here](#).

Toll Free Phone:  
1-866-671-8182

*Your Economic Development Network in Alberta*



WEDNESDAY, APRIL 9

- NOTE: Pre-conference sessions are not included in the general conference registration. Delegates must register online in advance. Space is limited so register early.

PRE-CONFERENCE SEMINAR: 9:00-11:30 AM

#1 Economic Disaster Recovery Workshop: (Sinclair Palliser Room)

What happens when a community faces a major economic disruption? Whether it is natural (fire, tornado, floods) or manmade (plant closures); what are some best practices public and private stakeholders should understand to rebuild communities and build resilience? This session will focus on what some communities have done to rebuild and restore their economy. Panelists will specifically speak about the Economic Disaster Recovery Project (EDRP) and provide highlights from the project that is currently underway.



ECONOMIC DISASTER RECOVERY PROJECT

**Moderator:** Richard Pauls, 2013-14 President, EDA

**Presenters include:** Mickie Valente, IEDC; Leann Hackman-Carty, EDA; Dale Wheeldon, BCEDA, Jerry Bologna, Jefferson Parish

EDRP Session Sponsors: EDA; BCEDA; IEDC; Government of Alberta, Ministry of Innovation & Advanced Education; RBC Foundation; Shell Canada Limited; Consulate General of the United States of America, Calgary, Red Cross (TBC)

9:00 AM-1:00 PM

CONFERENCE REGISTRATION (Conference Lobby)

1:00-2:30 PM

OFFICIAL CONFERENCE OPENING & KEYNOTE "ECONOMIC DEVELOPMENT: KNOW IT WHEN YOU SEE IT" (Gold/Silver/Bronze)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Traditional Welcome:** Chief LaBelle, Chiniki First Nation (Invited)

**Opening Remarks:** Richard Pauls, 2013-14 President, EDA

**Introductory Remarks:** Alberta Innovation and Advanced Education (TBC)

**Keynote Speaker:** Maury Forman, Senior Manager, Rural Initiatives and Innovations, Washington State Department of Commerce



Maury Forman is the Senior Manager for the Washington State Department of Commerce. His focus is creating healthy downtowns and a culture of entrepreneurship in rural communities. He is also the founder and director of the award winning Northwest Economic Development course at Central Washington University where over 2000 practitioners have graduated. He currently serves on the Board for the Bollinger Foundation. The organization raises and allocates funds for the education and support of children of a deceased parent who worked in community or economic development.

In 2012, Maury Forman became the first recipient of the Finkle Leadership Award in Economic Development for his integrity, tenacity and philanthropic work. He also received the 2012 Governors Performance Awards for exceptional work in 2012. His other awards include the International Economic Development Councils Preston Awards for outstanding contributions in educational advancement; the U.S. Small Business Administration's "Vision 2000" Award; and the ROI Research Institute Award for Innovation in Adult Education. In 2006, he was voted into the Inland Northwest Partners Hall of Fame for his work with rural communities.

Mr. Forman is the author and editor of numerous books on economic development, such as; "The Ten Commandments of Community Leadership" (4th printing), "25 Immutable Rules of Successful Tourism" (third printing), "Learning to Lead" (third printing), "Washington Entrepreneurs Guide," "Community Wisdom, How to Create Jobs Now and Beyond 2000," and "Journey to Jobs."

*Sponsor: Alberta Innovation and Advanced Education*

**2:30-2:45 PM**

**REFRESHMENT BREAK** (*Convention Foyer*)

*Sponsor: Town of Okotoks*

**2:45-3:45 PM**

**ENERGY TRENDS AND OPPORTUNITIES** (*Gold/Silver/Bronze*)

**Introductory Remarks:** Canadian Association of Petroleum Producers (CAPP)

**Keynote Speaker:** David Manning, Alberta's Representative to Washington

David Manning is Alberta's envoy in Washington. He will speak about some of the priorities he is working on to ensure future sustainability and growth of the energy industry in Alberta, and in Canada.

Mr. Manning was a Senior Vice President and Energy Practice Leader for Vanasse Hangen Brustlin, Inc., a Boston based engineering firm with offices throughout the Eastern United States.



Mr. Manning also advised M.J. Bradley & Associates, an engineering and consulting firm which focuses on the convergence of energy and the environment.

Mr. Manning also held the position of Executive Vice President of External Affairs and Chief Environmental Officer for KeySpan/National Grid, the second largest gas & electric utility in the United States. He had responsibility for all external affairs, including government relations on the local, state, and national level, public relations and communications, as well as community strategy. Mr. Manning also managed both environmental policy and environmental operations for KeySpan. KeySpan operated throughout the U.S. Northeast, and was acquired by National Grid, the London based utility.

Prior to his role with KeySpan/National Grid, Mr. Manning was the President of the Canadian Association of Petroleum Producers, the industry trade group representing the entire Canadian upstream, including Alberta's Oil Sands. In that capacity, he was a delegate to Kyoto and introduced the first industry-led voluntary CO2 reduction program in 1995.

In addition to Mr. Manning's corporate and trade association leadership, he served in government as the Deputy Minister of Energy for Alberta in the early 90's, following five years as Alberta's International Trade Counsel and representative in the United States. In that capacity, he was actively involved in the creation of the Canada-U.S. Free Trade Agreement and the North America Free Trade Agreement on behalf of the province. He also participated in the successful efforts to develop infrastructure and significantly expand Canadian energy exports to U.S. markets.

*Sponsor: CAPP*

**3:45-4:00 PM**

**BREAK**



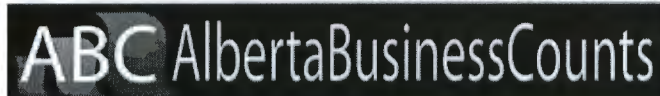
4:00-5:15 PM

## BREAKOUT SESSIONS

### Session 1: AlbertaBusinessCounts: How ExecutivePulse Works (*Sinclair Palliser*)

**Moderator & Introductory Remarks:** Matt Cornall, Board Member, EDA

**Speaker:** Laith Wardi, ExecutivePulse, Inc.



AlbertaBusinessCounts is a consistent province-wide method for gathering data needed to identify and analyze business needs at the local, regional and provincial level.

Last year, Economic Developers Alberta (EDA) acquired the provincial master license for ExecutivePulse software, which is the foundation of the AlbertaBusinessCounts program. Through a special licensing agreement, EDA is able to make this software available to economic development organizations in Alberta.

EDA believes business retention and expansion programs are best performed as a community driven activity to maximize local development of existing industry. Each community or region develops its own approaches to conduct business outreach. A robust database management system is an integral part of this approach.

If you are interested in learning more about how this software can help in your data collection efforts, in particular how it supports your business retention and expansion program, don't miss this hands on demonstration by Laith Wardi, President of ExecutivePulse.



Laith Wardi, has worked in the economic development profession for over 20 years. He has comprehensive experience in business retention and expansion that includes one-to-one outreach to hundreds of value-added client companies, and 15 years of regional program management in his home state of Pennsylvania. In 1994-95, Mr. Wardi pioneered the first web-based system for business retention. Today, The ExecutivePulse™ 2014 CRM is an industry leading technology solution for all facets of economic development and the most widely used database for business retention and expansion in North America. ExecutivePulse clients represent the provinces of Alberta, British Columbia, Nova Scotia, Ontario and Saskatchewan as well as the states of Connecticut, Montana, Nevada, Oklahoma, Pennsylvania, Utah, and Virginia. In addition, ExecutivePulse works with dozens of leading metro areas and localities throughout North America.

As a founder and President of ExecutivePulse Inc., Laith Wardi provides skills training, technology development and management consultation to clients seeking to implement systematic and sustainable customer outreach programs. Since 1996, he has been an instructor of business retention for the professional certification program sponsored by the International Economic Development Council (IEDC). Mr. Wardi routinely speaks to community, economic and workforce development audiences throughout the United States and Canada on customer retentions and one-to-one database marketing and technology assimilation. Whether you currently use the program, or are considering it, don't miss this informative session.

*Sponsors: EDA & ExecutivePulse*

### Session 2: Best Practices in FDI (*Gold*)

Are you uncertain how to leverage your limited budget to implement a dynamic foreign direct investment (FDI) strategy? Learn how to transform your FDI strategy through partnerships, collaborations, tools and resources within industry and to understand firsthand why FDI is important to industry.

**Moderator:** Sara Chamberlain, Board Member, EDA

**Introductory Remarks:** TBC

**Panelists:** Chris Knight, fDi Intelligence



Chris Knight heads the fDi Benchmark division of fDi Intelligence -- in addition to serving as a business development executive focusing on the US and UK markets, he - has been working on benchmarking projects for more than four years and has worked with some of the largest economic development organizations in the world.

Chris Knight develops bimonthly rankings for various sectors using in-house data, which is published in fDi Magazine. The most recent are rankings identifying the best global locations for attracting renewable energy FDI projects. As well as benchmarking, Mr. Knight works on a variety of different reports comparing market and sectoral performance in terms of FDI.

fDi Intelligence is a specialist division of the Financial Times Ltd., established to provide industry leading insight into globalization with a portfolio of world-class products, services and business tools that allow companies and economic development organizations to make informed decisions regarding foreign direct investment and investment attraction. The fDi Intelligence portfolio includes fDi Atlas, fDi Benchmark, fDi Markets, fDi Magazine and fDi Reports.

Sponsor: TBC

**6:00-6:30 PM**

**COCKTAIL RECEPTION** (*Convention Foyer*)

**6:30-8:30 PM**

**EDA PRESIDENT'S 40<sup>TH</sup> ANNIVERSARY MIXER** (*Gold/Silver/Bronze*)

This is an excellent opportunity to meet the EDA Board of Directors and network with colleagues, sponsors and speakers. The reception includes a range of tasty hors d'oeuvres and a cash bar. There will also be a 40<sup>th</sup> anniversary video shown courtesy Twist Marketing.

Dress: Business Attire

Sponsor: *Economic Developers Alberta*

*Following the President's Mixer, the EDA Hospitality Suite (Walker/Champion Room) will be open until midnight.  
Co-Sponsors: Allnorth & TBC*

**THURSDAY, APRIL 10**

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**7:00 AM**

**BREAKFAST BUFFET** (*Convention Foyer*)

**8:00-8:45 AM**

**PLENARY** (*Gold/Silver/Bronze*)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Opening Comments:** Charmaine Hammond, Team Toby

**Introductory Remarks:** Michele Perret, Northern Gateway Pipelines

**Keynote Speaker:** Barry Heck, Chair of the Alberta Economic Development Authority (AEDA) and President and CEO of WinSport

Barry Heck's career is focused on the formation, growth and management of a wide range of businesses, particularly in the area of energy and natural resources, technology development, sport, commercialization and finance. Since 1985 he has been involved in numerous corporate initiatives, from start-ups to large public corporations. He also has extensive board and corporate governance and compliance experience; as an advisor to numerous corporate boards, as a CEO and as a corporate board member. During his career, Mr. Heck has worked throughout North America and in many international locations, including Europe,



Mexico, Japan, Korea, China, Taiwan and Israel. He also has extensive charitable, community, political and not-for-profit involvement and board experience.



Currently, Barry Heck is the President, CEO and member of the Board of Directors of WinSport (Calgary Olympic Development Association), a winter sport institute providing world-class sport facilities and programs. As a not-for-profit organization, WinSport supports national sport organizations, encourages educational opportunities and subsidizes the operation of unique training and recreational facilities used by the nation's top athletes and the general public. WinSport hosts numerous world-class sporting and other events at its facilities in Calgary at Canada Olympic Park and at the Canmore Nordic Centre.

He was appointed Chair of the Alberta Economic Development Authority (AEDA) in January, 2013. Barry will speak about attracting major sporting events to a community, and their economic impact.

Sponsors: Northern Gateway Pipelines & Team Toby

**9:00-10:15 AM BREAK OUT SESSIONS**

**Session 1A: Economic Disaster Recovery: The important role of crisis communication in community (Silver/Bronze)**

**Moderator:** Natalie Gibson, Community Economic Development Program (CEDTP) Trainer, EDA

**Introductory Remarks:** Calgary Economic Development (TBC)

**Panelists:** Vlad Grigore, Hill+Knowlton (H+K) Strategies; Luke Raymond, Tourism Canmore Kananaskis

Communication is usually compromised in a post-disaster situation. A breakdown in communication is cited as one of the most difficult barriers for the business community after a disaster. This session will focus on the important role of communication pre and post-disaster and provide best practices in effective communication before and after a crisis, as well as how to prioritize economic recovery actions following a major disaster.



Vlad Grigore is responsible for leading H+K's emergency preparedness offering. His experience includes creating and overseeing emergency preparedness programs for Statoil's North American operations; emergency response plan writing; exercise design, facilitation and evaluation; emergency response analysis; training program design and delivery; and the mentoring of emergency preparedness personnel.

Vlad Grigore is certified in the Incident Command System, has acted as an Incident Commander on Statoil's Incident Management Team, and has been trained as a Care Team member, able to respond to incidents involving serious impacts to employees and families.

In the past four years, Mr. Grigore has been activated in a number of real incidents as an Incident Commander. Recently, he has acted as a Crisis Team Leader for a number of clients, including a petrochemical transport company and an educational institution. He has written crisis communications plans for numerous upstream and midstream oil and gas companies and has acted as Public Information Officer, leading a Joint Information Centre, in a full scale exercise involving more than 30 government regulatory participants.



Luke Raymond is a filmmaker, photographer, and the social media manager for Tourism Canmore Kananaskis.

During the 2013 Flood, the town of Canmore experienced significant damage. The highway was washed out, businesses and homes were impacted. Coverage of the disaster was broadcast worldwide causing visitors to cancel their upcoming vacations during Canmore Kananaskis' key tourism season. Once the highway re-opened, Tourism Canmore Kananaskis launched a marketing campaign called "Alberta's Backyard. Back Open". The campaign relied on online and social media to spread the message that Canmore was open again to visitors, resulting in a record-breaking summer tourist season. Google Canada awarded Tourism Canmore Kananaskis and the Town of Canmore the Google e-Town Award and created a case study on the campaign.

During the community consultations for the Economic Disaster Recovery Project, Tourism Canmore Kananaskis was mentioned by a number of communities for their strong crisis communications efforts, and was considered an example of a best practice in this area. Luke Raymond will speak about the role of Tourism Canmore Kananaskis during the flood, and how it used a number of tools to communicate to their residents and businesses in real time.



Sponsor: Calgary Economic Development

**Session 2A: Fostering Entrepreneurship In Your Community (Gold)**

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** Sara Chamberlain, Board Member, EDA (TBC)

**Panellists:** Rob Price, Canadian Youth Business Foundation (CYBF); Josephine Pon, Immigrant Services Calgary; Kent Rupert, Airdrie Economic Development

Entrepreneurship is recognizing opportunities. It is the ability to create and build something from practically nothing. It is about initiating, and building an enterprise or organization---rather than watching, analyzing or describing one. It is the inherent knack for sensing an opportunity where others see chaos, contradiction and confusion. It is the ability to build a founding team to complement your own skills and talents. It is about having the know-how to find, marshal and control resources (often owned by others) and to make sure you don't run out of money when you need it most. Finally, it is about the willingness to take calculated risks, both personal and financial - and then do everything possible to get the odds in your favour. It is also one of the driving forces of the modern global economy. It is a primary source of job creation, prosperity, and economic competitiveness. While the effects of entrepreneurship on economic progress are widely recognized, there is very little understanding of how best to foster it.

How can community leaders foster entrepreneurship? This session will showcase examples of how communities are fostering entrepreneurship with youth, new immigrants and home-based business owners—and how these efforts are paying off.



Having joined Canadian Youth Business Foundation (CYBF) in January 2013, Rob Price brings many years of marketing and management experience to this national non-profit organization. He spent the last four years managing the Dealer Sales Channel at Sears, and prior to that, worked for TELUS. His own entrepreneurial experiences include owning and operating two Cyclepath stores, and sharing his well-rounded expertise with emerging entrepreneurs by teaching at Georgian College. Rob Price completed his Bachelor of Business Administration at Northwood University in Michigan, and has volunteered at the Alzheimer Society. He is also a board member of The Greater Barrie Chamber of Commerce and Vice Chair for The Downtown Barrie Business Improvement Area, The Canadian Youth Business Foundation (CYBF) is a national non-profit organization dedicated to growing our nation's economy one young entrepreneur at a time. It provides youth aged 18-39 with pre-launch coaching, business resources, start-up financing and mentoring to help them launch and sustain successful businesses.

Josephine Pon is the Regional Business Development Manager of Multicultural Banking for Scotiabank, Prairie Regional Office. She has worked in this position for over five years and responsible for providing strategy and leading and managing the region to achieve the sales targets and goals in Multicultural Banking. She has had the opportunity to work in two other major chartered banks and in the federal government department of the Canada Mortgage and Housing Corporation (CMHC) – International Trade, Mortgage Insurance and Assisting Housing units.



Ms. Pon is originally from Hong Kong and moved to Edmonton, Alberta with her family when she was a teenager. She completed her post-secondary education majoring in Business Management and Finance in Edmonton and began her banking career with the HSBC. She has been in the banking related industry for over 20 years. Josephine Pon has a wealth of banking experience ranging from Personal Banking to Commercial Banking to managing a Broker Mortgage Centre. She has also successfully set up a new Asian Commercial Banking Centre, launched a multicultural project for CMHC nationally and continued volunteering as a Board Chair for Immigrant Services Calgary, Gala Chair of Immigrant of Distinction Awards and Board Member of Asian Heritage Foundation. She is also a mentor for the Mentorship Programs with CCIS and event chair in numerous non-profit agencies in the past.



As the Team Leader for Airdrie Economic Development, Kent Rupert has developed a number of economic development strategies that have set the direction for the City of Airdrie in business retention and expansion as well as new investment attraction.

Over the past 9 years the City of Airdrie has doubled its population to over 43,000 and over \$200 million in commercial/industrial construction value. Kent Rupert and his team have been directly involved in many of those key investment successes. He has also created a number of successful training programs for local business and a number of marketing strategies that have



been recognized provincially and internationally. One of his very successful initiatives is fostering home-based business development. Many other communities, looking to develop a home-based business sector, consider Mr. Rupert's work a best practice.

Sponsor: *The Business Link*

**Session 3A: Bio-Industrial Development: Growing Biomass, Growing Opportunities, Growing Municipalities (Explorer)**

**Moderator:** Dale Barr, CEDTP Trainer, EDA

**Introductory Remarks:** Martin Ebel, Lethbridge County

**Panelists:** Jeff Bell, Alberta Agriculture and Rural Development; Tim Haig, Forge Hydrocarbons; Chris Perry, GrowTEC; Mayor Glenn McLean, Town of Drayton Valley

Renewable energy and renewable chemicals continue to outperform other sectors - attracting significant global investment despite the global recession. Consumer demand, superior performance, environmental pressures and improving economics are all expected to drive further investment in bio-refining.

Alberta is blessed with abundant resources including agriculture and forestry biomass, a perfect foundation on which to build a world-class bio-economy. Between now and 2022 it is expected more than \$170 billion will be invested new bio-refineries around the world. The global market for bio-based chemicals will grow to \$12 billion. The value of the global biofuels market will double to \$185 billion- biofuels already account for 3% of total global road transport fuel and this percentage is expected to grow. Join us at this session to learn:

- What is a bio-cluster?
- How to get started?
- What are the opportunities for Alberta's municipalities?
- Presentations to include current bio-industrial developments in Alberta and beyond.



Jeff Bell currently works as a Clean Energy Development Officer for Alberta Agriculture and Rural Development where he seeks out investment opportunities for clean energy and biorefining. His diverse background includes international work in academia, private sector, not-for-profits and the public sector. This experience has allowed him to build expertise on a range of energy technologies; both renewable (bioenergy, biofuels, solar, wind, geothermal) and non-renewable (coal, natural gas). He is also interested in integration strategies such as district energy, cogeneration and smart grid. Mr. Bell's skills include technical and non-technical writing, editing, research, regulatory development and amendment, electricity markets, greenhouse gas quantification and emissions trading. Prior to his current role, he worked for Alberta Energy where he was responsible for a range of files including the Renewable Fuels Standard Regulation, the Micro-generation Regulation and the cross-ministry Alternative and Renewable Energy Policy Framework initiative. Previous to that he worked in a number of advocacy positions promoting clean energy around the world.

Tim Haig is a serial entrepreneur with over 25 years in the fields of strategic business development and financing with an emphasis on environmental technologies and engineering, specifically in renewable energy. He is currently the President and CEO of Forge Hydrocarbons, a company that is commercializing a patented process that takes agricultural feedstocks like animal fat, such as beef tallow, crop seed oil and even restaurant grease, and converts them into "drop-in" fuels. Mr. Haig was Co-Founder and President and Chief Executive Officer of BIOX Corporation which he took public on the TSX (BX) as Canada's largest biodiesel company. Mr. Haig is also Chair of the Canadian Renewable Fuels Association where he is currently serving as Interim President. Prior to founding BIOX, Mr. Haig held several senior management positions with high profile organizations both in Canada and the UK. He was also instrumental in developing and financing several major wind farms across Europe. Mr. Haig received his MBA in London, England and his degree as an Industrial Engineer from the Royal Military College of Canada. He served as an Officer in the Canadian Armed Forces (ARMY).



Chris Perry is a progressive leader and interdisciplinary thinker with a vision to integrate environmental stewardship and innovative technology into agriculture and the rural Alberta landscape. After three years of electrical engineering studies, he realized his true passion was in his agricultural roots. Chris went on to graduate with a Bachelor of Science in Agriculture Technology and Management (Honors) from Washington State University. Since returning home to Alberta in 1998, Chris and his brother Harold have taken over management of the family farm, tripled the land base, and increased the net worth six-fold in ten years. Chris is co-



manager of the Perry farm and, when not farming or building innovative energy facilities, he sits on the Potato Growers of Alberta Board and is the agricultural representative for Economic Development Lethbridge (EDL). He is also the President of GrowTEC.



Glenn McLean is the newly elected Mayor of the Town of Drayton Valley, having previously served on Town Council from 1998-2001 and 2010-2013. Mr. McLean is also a successful lawyer at Duncan Craig LLP with a focus on Real Estate and Business Law.

As an active community member and local resident he understands the unique challenges that the bio-industry faces in communities that see continual growth and prosperity from the oil and gas sector.

Drayton Valley's Bio-Mile was a concept that developed following the shutdown of Weyerhaeuser's Oriented Strand Board mill in Drayton Valley in 2008 which resulted in significant job loss and overnight tax base for the community. Town Council, as well as administration, recognized the bio-industry as a way to create a sustainable industry for our region. Six years later, Drayton Valley is now being recognized nationally for its innovation and leadership in this developing industry. One of the key components for Bio-Mile's success is the upcoming construction of the Clean Energy and Technology Centre which will be a hub of bio commerce, applied research, education and skills training, along with business incubation. Mayor McLean, as a community leader, is excited to see the Bio-Mile momentum continue forward and see similar bio-clusters develop nationally.

*Sponsors: Alberta Agriculture and Rural Development & Lethbridge County*

**10:15-10:30 AM**

**REFRESHMENT BREAK (Convention Foyer)**

*Sponsor: TBC*

**10:30 AM-11:45 AM BREAK OUT SESSIONS**

**Session 1B: Economic Disaster Recovery: The importance of preparedness and planning (Silver/Bronze)**

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** TBC

**Panelists:** Mickie Valente, Valente Advisors; Jerry Bologna, Jefferson Parish Economic Development Commission; Alice Murray, Shell Canada Limited

After a disaster, communities are often unprepared for the chaos that emerges, even if they have engaged in pre-disaster planning. Planning for long-term economic recovery seems like a difficult task when there are pressing humanitarian, cleanup, and rebuilding needs.

A disaster-impacted community needs to develop a vision for how it will rebuild its economy. It takes time, leadership, and resources – all of which will be in short supply – to develop an economic recovery plan with support from community stakeholders. Yet, a post-disaster strategic plan provides the opportunity to re-evaluate economic objectives in light of vulnerabilities to disaster, and establish strategies and action steps to make progress toward long-term recovery.



Mickie Valente is the president of Valente Strategic Advisers LLC, a Florida-based, consulting firm that focuses on economic development and post-disaster redevelopment planning. She is internationally known as a strategic planner who assists community business leaders in developing critical business recovery and long-term economic redevelopment strategies. She has been at the forefront of groundbreaking initiatives to integrate economic development principles and engage private sector stakeholders in planning that enhances community resiliency and accelerates economic revitalization following a major economic disruption.

Recently, she has served as a team leader in post-disaster economic recovery initiatives in Alaska following the Yukon River Flood in 2012 and in New York after Hurricane Sandy in 2012. In both cases, she worked with the Economic Recovery Support Function (RSF) team, which is led by the US Economic Development





Administration (EDA), as one of six RSFs mobilized following major disaster events under the National Disaster Recovery Framework. Prior to that she participated as an expert adviser in the Economic Disaster Recovery Project in order to help assess the economic impact of major flooding in 10 Alberta communities in the June 2013. She participated as a subject matter expert on a team that visited each community and made recommendations for economic recovery to local, provincial and federal leaders.

She regularly participates as an adviser for the development and implementation of national economic and business recovery initiatives with the (EDA) and the International Economic Development Council (IEDC). In the last five years, she has served as a subject matter expert on economic assessment teams deployed by EDA and IEDC. Mickie spearheaded the development and implementation of Emergency Support Function 18 for "Business, Industry and Economic Stabilization" at Florida's State Emergency Operations Center. This national model integrates public agencies, private sector businesses and non-profit organizations with Florida's disaster preparedness, response and recovery programs. She also worked with the Florida Division of Emergency Management to develop the Standard Operating Procedures for ESF 18.

Prior to launching her consulting business, Mickie served as the Director of Partner Relations for Enterprise Florida, Florida's lead economic development organization, serving as the agency's liaison with all of Florida's local and regional economic development, regional workforce development and business support organizations. She also served as a director with the Florida Council of 100 – Florida's CEO roundtable organization – collaborating with other business leadership organizations to develop economic, education and growth leadership strategies.



Jerry Bologna was named Executive Director of the Jefferson Parish Economic Development Commission (JEDCO) in December 2012. He has been with JEDCO for over 12 years and was previously JEDCO's Deputy Director where he oversaw all economic development functions of the organization.

Jerry Bologna has been instrumental in industry recruitment having partnered with the Louisiana Department of Economic Development, Greater New Orleans, Inc. and other agencies in the attraction of new businesses to Jefferson Parish. Recently, he had an instrumental role in attracting global chemical leader, Dyno Nobel America, to Waggaman where the company will build an \$850 million anhydrous ammonia production facility. He also worked to bring Smoothie King's international headquarters and Starr Textile Services, a commercial laundry, to Jefferson, creating 170 jobs. Mr. Bologna was actively involved in the retention of PeoplesHealth, retaining 600 jobs and resulting in the subsequent creation of 125 jobs. Additionally, he was influential in landing the NOLA Motorsports Park, a \$70 million development that includes the longest kart and road courses in North America. In 2011, the International Economic Development Council recognized him as the New Economic Development Professional of the Year. He also achieved the Certified Economic Developer designation in 2011.

Business and political leadership, including members of the US Senate have recognized Jerry Bologna's contributions to the region's recovery efforts following Hurricane Katrina . He was invited by the Business Civic Leadership Center of Economic Development Council to assist in the development of a business and economic recovery plan for Galveston, Texas following Hurricane Ike. More recently, he was invited to help craft business recovery recommendations for communities hit by the BP oil spill and Hurricane Sandy. Mr. Bologna serves on the Boards of the Jefferson Chamber, Greater New Orleans, Inc., and Café Hope, a program of Catholic Charities of New Orleans. He regularly lectures to entrepreneurship classes at the University of New Orleans as well as speaking to various business and civic groups throughout Southeast Louisiana.

Alice Murray is the Community Liaison Officer, Central Alberta Region for Shell Canada. In that capacity she has been involved on the board of the Sundre Petroleum Operators Group (SPOG), a grassroots not-for-profit society that responds to the interests and concerns of the residents, landowners, and industry operators in the area. Initiatives such as the Emergency Management Alberta Pilot Project on integrated emergency response, Alberta Transportation's Traffic Sub-committee on Highway 22 safety, Alberta Energy's project on provincial Energy Literacy and the ongoing support of the synergy movement in Alberta has widened SPOG's circle of influence to participate with government and regulators on many levels. She also sat on the Board of Directors for the Central Alberta Economic Partnership for 8 years as the industry representative for the County of Clearwater.



Panelists will provide valuable insights about the importance of disaster preparedness planning for communities, and provide advice and real life examples on how your community can better prepare for an economic disruption, whether man made or natural..



Sponsor: TBC

### Session 2B: Innovative funding tools for your community (Gold)

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** Michael Bevan, AUMA

**Speaker:** Marty Gunderson, National Crowdfunding Association of Canada; Ray Essiambre, InfraCycle Fiscal Solutions

As government funding for communities continues to decrease, more and more communities are seeking non-traditional funding sources such as; crowdsourcing, co-operative models of investment, and new models of financial sustainability.

This session will provide attendees with three very different innovative approaches to funding.

Crowdfunding is a method of financing that involves funding a project with relatively modest contributions from a large number of individuals. Campaigns are typically conducted online through dedicated crowdfunding sites, often in conjunction with social networking sites. Depending on the project, campaign contributors can be making donations, investing for a potential future return on investment (ROI), or prepaying for a product or service.



Marty Gunderson is a president and chief consultant for Gunderson & Associates, where he provides advisory services in the exempt market finance industry in Canada. The emphasis of his practice is providing guidance on creating marketable investment structures, securing distribution and ongoing investor relations. With numerous successful financings to his credit, Mr. Gunderson continues to work with companies interested in raising capital. He has been in the financial services industry for 17 years, and has successfully facilitated numerous of large financings in real estate, oil and gas service companies, apartment buildings and mining. He has built a robust network of exempt market dealers, representatives and professional services in the exempt market. His extensive experience in the exempt market has led to a number of leadership roles in sales and operations. He has a deep knowledge of raising capital and distributing quality financial instruments, and has developed and taught many industry courses, including a preparatory course for students taking the Exempt Market Representatives Qualifying exam. As a Certified Financial Planner (CFP), he has consulted numerous individuals and companies on

financial, corporate and retirement strategies. He has also taught hundreds of students on elements of financial planning, all across Western Canada. Most recently Marty joined the board of the National Crowdfunding Association of Canada that works closely with industry groups, government, academia, other business associations and affiliates to create a strong and vibrant crowdfunding industry and voice across Canada.



Ray Essiambre is President and Founder of InfraCycle Fiscal Solutions. He oversees corporate planning and strategic direction and is responsible for Product Development, Business Development, Operations, Finance and Administration. Before founding InfraCycle Fiscal Solutions, Mr. Essiambre was a Land Use Planner and Land Development Consultant for 30 years. He has planned and obtained municipal approvals for more than 250 residential and commercial developments. His municipal experience includes employment with the Town of Oakville, the City of Edmonton and the City of Ottawa. His experience also includes work in several Canadian provinces and the United States.

Ray Essiambre has made more than 300 presentations on the subject of Financial Sustainability, Fiscal and Community Impact.

For many, sustainability seems impossibly out of reach. Whether you are an economic developer or an elected official, you can improve your municipality's bottom-line resulting in reliable revenue generation and better support for municipal infrastructure and community services. Ray Essiambre's presentation will provide you with some best practices of what other Canadian municipalities are doing in this area, and provide with a step-by-step approach and tools to make better, sustainable decisions for your municipality.

Sponsor: AUMA

### Session 3B: Economic Developers- They don't just work for the municipality (Explorer)

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** Cynthia Stewart, International Council of Shopping Centers



**Panelists:** Gerry Gabinet, Strathcona Economic Development; Kieron Hunt, CTA Architects Engineers

Economic Development is fuelled by the retention, expansion and attraction of jobs and businesses, including but certainly not limited to those in the Retail industry.

The role and importance of an EDO has continued to evolve. Until recently, EDOs were perceived to represent only municipal interests, however more and more EDOs are becoming the face and critical liaison between the Public and Private sector. Where time is money, the EDO can truly work for the best interest of all sides.

Learn how other EDOs have bridged the gap in being proactive for their municipality as well as attracting and working collaboratively with tenants and developers. A panel will explore the benefits, challenges and opportunities for putting your EDO in the best position to mutually promote the interests of the Public and Private sector from a retail perspective.



Cynthia Stewart is the Director of Community Relations in the International Council of Shopping Centers Office of Global Public Policy. She has been with ICSC since 1999 and works with members to develop collaborative initiatives and activities for the retail real estate industry, non-profits and government officials.

As part of her role with ICSC, Ms. Stewart directs the ICSC Alliance Program. She also works with a diverse constituency of public sector organizations and non-profits to address quality of life issues while promoting sound development. She developed ICSC's Underserved Urban Markets Task Force, the Secondary and Rural Markets Initiative, and has coordinated the publication of several books focused on economic development and public-private partnerships.

Prior to ICSC, Ms. Stewart was Chief of Staff to Maryland State Senator Jim Simpson. She also served in both Illinois and South Carolina as Deputy City Clerk, City Clerk and Community Development Assistant. She completed her B.A.A.S. in Public Administration from Midwestern State University, Wichita Falls, Texas and has also completed the University of Shopping Centers School for Economic Development and the ICSC School for Professional Development. Since joining ICSC, Ms. Stewart has served on various councils including the Brookings Institution's Urban Markets Initiative Advisory Council, the U. S. Conference of Mayors' Business Council Steering Committee and in 2009 she chaired the National League of Cities Corporate Partners Leadership Council.



Gerry Gabinet is the Director of Economic Development and Tourism for Strathcona County, Alberta's third-largest municipality. He has worked with and led a committed economic development team of seven people for the past ten years. Prior to working as Director at Strathcona County, Gerry worked at Parkland County as Coordinator of Business Development for four years. Gerry has a strong history in marketing, having worked in the consumer goods industry for Proctor & Gamble and Molson's Brewery. He was involved with commercial industrial real estate working with Dynafour Real Estate and J.J. Barnicke Real Estate Limited. He is involved with many outside organizations from across Alberta, Western Canada and North America. These organizations include: Greater Edmonton Economic Development Team (Chairman), Economic Developers Alberta (Director, Chair of Annual Conference 2012 – 2013), Economic Developers Association Canada (Organization Committee Edmonton

Conference), Pacific Northwest Economic Development Council (Past-President), International Economic Development Council, International Council for Shopping Centres (ICSC), and Alberta First. He is also on the Board of Directors for Commissionaires Northern Alberta, a \$36 million not-for-profit organization employing veterans from Canadian Armed Forces and the RCMP.



Kieron Hunt is an experienced, retail and land development planner. His expertise in operations management and commercial development planning has enabled him to work on numerous projects around the world. From his experience in economic development, retail operations and sustainable urban planning, he has developed extensive knowledge of the ever changing issues and complexities affecting commercial development, particularly as it relates to the balance of economics, social and environmental sustainability.

He served previously as the Vice President of MXD Development where he shared responsibility for the company's business development and marketing tasks. While his expertise is in Feasibility and Development Market Studies for the Public and Private Sector, his various projects included Mixed Use, Downtown Revitalization, Retail Repositioning and Adaptive Re-Use Studies, Hotel Feasibility Studies, Transit Oriented Development Planning, Airport Master Planning and Resort Master Planning.



Mr. Hunt has worked extensively throughout North America as well as in Russia, Ukraine, Romania, Germany, Poland, Mexico, Saudi Arabia, Egypt, Oman, United Arab Emirates, South Korea, Singapore and Hong Kong.

*Sponsor: International Council of Shopping Centers*

**NOON-1:30 PM**

**LUNCHEON BUFFET & KEYNOTE- (Convention Foyer & Gold/Silver/Bronze)**

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Introductory Remarks:** Darlene Chuka, Office of Small and Medium Enterprises, Public Works and Government Services Canada

**Keynote Speaker:** Ed Straw, Vice President Strategic Business Solutions, ATB Financial



Ed Straw is the Vice President Strategic Business Solutions. He leads the Business Centre of Expertise and the Specialized Financing Team that supports the front line sales team in Business and Agriculture by providing solutions, advice, and underwriting for more complex and larger customer transactions. He also works to develop and implement unique new products or solutions to enhance their customers' chance for success.

He hasn't always been a banker. In fact, Ed Straw spent 13 years as a naval officer before deciding it was time to change career paths. He has a BA in Economics from the University of Manitoba and completed his MBA in Enterprise Development at the University of Calgary, where he learned how instrumental the entrepreneurial spirit is to the success of companies in Alberta. He spent four years in business banking at CIBC, before moving to the Business Development Bank of Canada where he relocated to Montreal and held a number of senior management roles including Vice President, Corporate Finance and Vice President Enterprise Risk. After working with a private turnaround fund, he came back to banking in Calgary.

*Sponsor: ATB Financial & Office of Small and Medium Enterprises*

**1:45-3:00 PM BREAK OUT SESSIONS**

**Session 1C: Dead Leaders: Lessons from the Violent Deaths of the World's Most Influential People (Silver/Bronze)**

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** Bev Thornton, Alberta SouthWest

**Panelists:** David Rendall, Author, The Freak Factor



Do you want to become a great leader? What does it take to achieve greatness?

When audiences identify the greatest leaders in the history of the world, a few leaders always make the list. The leaders, who are consistently rated as great, shared one thing in common. They were all killed. They didn't die natural deaths. They were either executed or assassinated. What can we learn from their example? This presentation will explore four leadership principles that have the power to transform your leadership and your legacy.

David Rendall is a speaker, leadership professor, stand-up comedian and endurance athlete. During the last 15 years he has spoken to audiences throughout the United States, South America, Africa and Australia. His clients include companies in the Fortune 50, AT&T and State Farm Insurance, Fortune 500, Ralph Lauren, as well as Fortune Global 500, BASF, GlaxoSmithKline, and Tyco International.

Prior to becoming a professor and speaker, he managed nonprofit enterprises that provided employment for people with disabilities. He has more than 20 years of experience leading people and organizations. David has a doctor of management degree in organizational leadership, as well as a graduate degree in psychology. He is the author of three books: "The Four Factors of Effective Leadership," "The Freak Factor," and "The Freak Factor for Kids."

*Sponsor: Alberta SouthWest*

**Session 2C: Northern Alberta: Full Spectrum Development (Gold)**

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** TBC

**Panellists:** Cathy Goulet, NADC; Jeff Penney, Regional Municipality of Wood Buffalo; other TBC

Successful development in northern Alberta reaches past economics. Panelists will give an overview of Alberta's north and the challenges and opportunities factors such as distance, sparse populations, and socio-economic disparities present to development. They will profile both short and long-term development initiatives that address a range of regional needs and will highlight the key factors for success.



Cathy Goulet is the Executive Director of the Northern Alberta Development Council (NADC).

NADC champions the cause of Alberta's northern economies and communities by exploring opportunities for growth, and developing programs and services to facilitate growth. The Council is made up of nine public members and the Chair is a Member of the Legislative Assembly (MLA) of Alberta. Council membership reflects the geographic, cultural and vocational diversity of northern communities The Lieutenant Governor in Council appoints all members. A small staff support the directions set by Council. The NADC head office is in Peace River and there are small offices in St. Paul, Fort McMurray and Edmonton.

Prior to her role at NADC, Cathy Goulet was the Executive Director for the Business Link.



Since July of 2007 Jeff Penny has been responsible for overseeing one of Alberta's newest and most dynamic economic development functions as Manager of Economic Development for the Regional Municipality of Wood Buffalo in Fort McMurray.

With the potential to see as much as \$500 billion in investments over the next two decades, Wood Buffalo is one of Canada's most important economic jurisdictions. In his role, Mr. Penny has guided the creation of an entirely new economic development function to respond to the enormous economic potential that is prevalent throughout the Wood Buffalo region.

Some highlights have included the development of the first ever Wood Buffalo Regional Economic Development Strategy, expansions in the commercial/industrial land base and the establishment of Alberta's second stop on the Canadian Professional Golf Tour the Syncrude Boreal Open.

Jeff Penny has been a practitioner of economic development for almost 14 years. Prior to coming to Wood Buffalo he worked in various economic development roles with the Government of Alberta, the Atlantic Canada Opportunities Agency and the Newfoundland and Labrador Regional Economic Development Association. He holds a Bachelor of Commerce Degree from St. Mary's University in Halifax with a specialization in Small Business and Entrepreneurship. He presently sits as a member of the Board of Directors of the Fort McMurray Tourism Association, Community Futures Wood Buffalo and Economic Developers Alberta. Jeff is also incoming EDA President.

*Sponsor: NADC*

**Session 3C: Alberta's Future Electricity Needs- What's the real story? (Explorer)**

**Moderator:** Dale Barr, CEDTP Trainer

**Introductory Remarks:** Paul Deleske, AESO (TBC)

**Panelists:** TBC

Did you know:

- Over the next 20 years, Alberta's average electricity demand is forecast to grow by 70%
- Alberta's peak electricity demand is forecast to grow by 72%
- Alberta's population is forecast to grow by 34%
- Alberta's economy is forecast to be the fastest growing in Canada, rising by 68%

Alberta's continued prosperity depends on a robust electrical system. That means a reliable transmission system and a fair, efficient and openly competitive electricity market that supports investment and provides competitive pricing for consumers.



Understanding how the system works, and where it is going is critical for those promoting residential, commercial and industrial development within their region. This session will provide an overview of the current and future of Alberta's electrical industry.

*Sponsor: AESO*

**3:00-3:15 PM**

**REFRESHMENT BREAK (Convention Foyer)**

*Sponsor: TBC*

**3:15-4:45 PM**

**Session 1D: Ministerial Roundtable Discussion: Alberta's International Strategy (Gold) \*TBC**

**Moderator:** Holly Sorgen, CEDTP Trainer

**Introductory Remarks:** TBC

**Speaker:** Teresa Woo-Paw, Associate Minister, International and Intergovernmental Relations

For those delegates interested in learning more about *Alberta's International Strategy*, plan to attend this special conference break-out session. Associate Minister Teresa Woo-Paw will provide an update regarding Alberta's Ministry of International and Intergovernmental Relations' activities. Specifically she will speak about promoting market access and investment attraction in Asia; as well as the work of international offices and trade missions. You will also learn how Alberta's strategy pertains to market access and economic development entities. In addition to the overview, the Associate Minister will talk about how economic developers can play a role in increasing access to Asian markets and strengthening AB-Asia trade relationships and hear personal stories and examples from individuals who participated in the Premier/Associate Minister's mission to Asia last September.

*Sponsor: TBC*

**Session 2D: Let's Make A Pitch (Explorer)**

**Moderator:** Jerry Lemmon, Talisman Energy

**Panelists:** John Rossall, Talisman Energy Inc.; Heather Morley, Canadian Women's Foundation; Reagh Burgess, BDLS International Group Ltd.

**NOTE: You must have pre-registered to attend this session**

This fun, interactive session, based on the hit television show "Dragon's Den," will teach you how to "pitch" your project to corporate partners. Come with your creativity, innovation and best "pitching" skills so you are ready to participate in this session.

**John Rossall, Senior Vice President, Canada, Talisman Energy Inc.**

John Rossall holds a BAsC in Chemical Engineering (1984) from the University of Waterloo, and subsequently completed the Program for Management Development at the Harvard Business School. Mr. Rossall is currently the Senior VP for Canada at Talisman and oversees all operations across Talisman's Canadian assets including drilling, completions, external relations and more. Prior to joining Talisman, Mr. Rossall was President and CEO of ProspEx Resources, a TSX listed junior oil and gas company from 2004 to 2011.







**Heather Morley, Vice President of Development and Community Relations - Western Canada, Canadian Women's Foundation**

Heather Morley is the Vice President of Development and Community Relations - Western Canada with the Canadian Women's Foundation and is responsible for positioning the Canadian Women's Foundation for continued growth and development across Western Canada. Ms. Morley has over twenty-three years of progressive experience in the human services field. Prior to joining the Canadian Women's Foundation in 2012, Heather Morley worked for several community-based and government organizations across Canada and the United States in front line and leadership capacities. Most recently she was the Director of Programs at Discovery House in Calgary. The focus of her work has always been women and children. Heather Morley holds a Masters of Arts degree from the University of San Francisco.

**Reagh Burgess, Senior Partner, BDLs International Group Ltd.**

Reagh Burgess has over 30 years of experience in the field of international business development and government consultation. His expertise has been gained through extensive work within government and the private sector and includes assignments in North Africa and the former Soviet Union. Mr. Burgess provides organizational development expertise to clients, coordinates environmental, training and social responsibility assessments as well as strategic planning to amplify positive social impacts. He has developed and implemented projects for the provincial and federal governments, corporations in the energy, mining, manufacturing, agriculture, environment, information technology and other sectors to successfully expand and re-position for competition and growth in the emerging global market.



*Sponsor: Talisman Energy*

**4:45-6:00 PM**

**FREE TIME FOR DELEGATES**

**6:00-6:30 PM**

**COCKTAIL RECEPTION** (*Convention Foyer*)

**6:30 PM**

**MINISTER'S DINNER & ANNUAL AWARDS BANQUET** (*Gold/Silver/Bronze*)

**Welcome:** Richard Pauls, 2013-14 President, EDA

**Introductory Remarks:** John Rossall, Snr. VP, Talisman Energy

**Speaker:** The Honourable Thomas Lukaszuk, Minister of Jobs, Skills, Training and Labour

**Marketing Awards Presentations:** Kent McMullin, Chair of EDA Marketing Awards

**Dress:** Semi-formal / Business attire

Thomas Lukaszuk is serving his fourth term as a Member of the Legislative Assembly of Alberta for the constituency of Edmonton-Castle Downs. Mr. Lukaszuk currently serves as Minister of Jobs, Skills, Training and Labour.



Mr. Lukaszuk also serves as chair of the government's Operations and Policy Cabinet Committee and the Public Sector Resources Committee. He is also the executive vice-chair of the Alberta Economic Development Authority.

Previously Mr. Lukaszuk served as Deputy Premier and Minister of Enterprise and Advanced Education, Minister of Education, Political Minister for Edmonton, Minister of Employment and Immigration and parliamentary assistant for Municipal Affairs.

Over the course of his elected service, Mr. Lukaszuk has served on a wide range of legislative and government committees. The areas of work have ranged from accountability, access to information and ethics in government to support for low-income and disabled Albertans, tourism marketing and human rights.

Born in Poland and raised in Edmonton, Mr. Lukaszuk graduated with a bachelor's degree in education from the University of Alberta and taught in Edmonton schools before starting Injured Workers Advocates Inc. (IWA), a firm designed to assist injured workers with work-related claims. Before becoming an MLA, he served on the Social Care Facilities Review Committee, the Citizens' Appeal Panel (chair), and the Alberta Lotteries Review Committee. He conducted reviews of Alberta daycares, foster homes, group homes and homeless shelters.

Sponsor: *Talisman Energy*

*Following the Minister's Dinner, the EDA Hospitality Suite (Walker/Champion Room) will be open until midnight.  
Co-Sponsors: Allnorth and TBC*

## FRIDAY, APRIL 11

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**7:00 AM**

**BREAKFAST BUFFET** (*Convention Foyer*)

**8:00-9:00 AM**

**2014-15 ECONOMIC FORECAST** (*Gold/Silver/Bronze*)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Introductory Remarks:** TBC

**Speaker:** Todd Hirsch, Senior Economist, ATB Financial



Todd Hirsch is ATB Financial's Chief Economist. He holds a BA Honours in Economics from the University of Alberta and an MA in Economics from the University of Calgary. For over 20 years he has worked as an economist at several companies such as Canadian Pacific Railway, the Canada West Foundation and the Bank of Canada. For almost a decade, he has taught economics at the University of Calgary.

Todd provides economic commentary for several Canadian media outlets and is a regular columnist for the *Globe and Mail*. He has been recognized as one of Alberta's 50 Most Influential People by *Alberta Venture Magazine*. In August 2013, Mr. Hirsch was appointed chair of the Premier's Council on Culture, and in early 2014 he was appointed to the Alberta Economic Development Authority. He is also the author of "The Boiling Frog Dilemma: Saving Canada from Economic Decline."

Mr. Hirsch will be providing his annual economic forecast, always a highlight of the EDA Conference.

Sponsor: *TBC*

**9:00-10:00 AM**

**PLENARY SPEAKER- THE FREAK FACTOR FOR CITIES** (*Gold/Silver/Bronze*)

**Introductory Remarks:** Edmonton Economic Development Corporation (TBC)

**Speaker:** David Rendall, Author, *The Freak Factor*



David Rendall started life as a pigeon-toed baby in Milwaukee. When he was eleven years old, his parents sent him to school with patches on his pants. He decided this was unacceptable, so he began collecting aluminum cans from dumpsters and got a job delivering newspapers at five o'clock every morning. Since then he has been a stock boy, lawn boy, caddie, painter, janitor, tutor, resident assistant, job coach, supervisor, nonprofit manager and senior executive.

He's hyperactive, loud and rebellious. He's also too idealistic and bad at managing details. All of these weaknesses have helped him succeed as a speaker, leadership professor, stand-up comedian and endurance athlete.



During the last 15 years he has spoken to audiences throughout the United States, South America, Africa and Australia. His clients include companies in the Fortune 50, AT&T and State Farm Insurance, Fortune 500, Ralph Lauren, as well as Fortune Global 500, BASF, GlaxoSmithKline, and Tyco International.

Prior to becoming a professor and speaker, he managed nonprofit enterprises that provided employment for people with disabilities. He has more than 20 years of experience leading people and organizations. David has a doctor of management degree in organizational leadership, as well as a graduate degree in psychology. He is the author of three books: "The Four Factors of Effective Leadership;" "The Freak Factor;" and "The Freak Factor for Kids."

What do you wish you could change about yourself? Are you too loud or too quiet, too hyperactive or too sedentary, too organized or too messy?

Most people think that they should find and fix their weaknesses. However, most of us never make much progress trying to eliminate our worst traits. In fact, our weaknesses are actually the best clue to our strengths. In this funny and counter-intuitive talk, Mr. Rendell shows how to find success and improve performance by starting with weaknesses — and embracing them rather than trying to deny them.

This same principle also applies to communities. Too often, we miss the positive aspects of our cities and towns because we are focused solely on negative characteristics. We wish our community was bigger or smaller, more modern or more historical, or had more young people or more seniors. But those apparent disadvantages are actually assets, which can be used to promote the economic development of any area. David Rendell will be speaking about "The Freak Factor for Cities".

*Sponsor: Edmonton Economic Development Corporation*

**10:00-10:30 AM**

**REFRESHMENT BREAK** (*Convention Foyer*)

*Sponsor: TBC*

**10:30-NOON**

**EDA ANNUAL GENERAL MEETING** (*Gold/Silver/Bronze*)

**Moderator:** Richard Pauls, 2013-14 President, EDA

\* EDA Regular Members only



Council  
- Municipal

E4d



February 24, 2014

Wendy  
Feb 25/14

RE: JRIE Annual General Meeting

ATTN: JRIE Subscriber

Please note that this is the official notice of the AGM for Jubilee Reciprocal Insurance Exchange. The meeting will take place **March 17, 2014, 4:30 pm - 5:30 pm**, at the **Shaw Conference Centre 9797 Jasper Avenue, Edmonton, AB., in Salon 4**. The meeting will be followed by a hospitality suite sponsored by the AAMDC. All subscribers to JRIE should find attached a Proxy Form to appoint an individual to attend the meeting if they are unable to attend. Please note that this AGM does not signify any major change within JRIE, but rather a move on our behalf to have more ongoing interaction with JRIE subscribers. This meeting will give subscribers the opportunity to better understand the financial position, future strategy, and governance structure of JRIE.

In the past, AGM's have been sporadic, and in many cases poorly attended. It is our intention to change both of those trends. We are committing to hold AGM's at the AAMDC Spring Convention each year, second **we are hopeful that each subscriber will have an elected or administrative official in attendance**, or assign a proxy. We are strongly encouraging all subscribers to participate.

Please find the attached Agenda, including the 2013 Audited Financials, and the 2013 Actuarial Report. You will also find the proxy document attached.

For any questions regard this meeting please contact Jasmine Rasuli at [jasmine.rasuli@aamdc.com](mailto:jasmine.rasuli@aamdc.com), or at 780-955-8403.

Sincerely,

A handwritten signature in black ink, appearing to read 'Duane Gladden', written in a cursive style.

Duane Gladden

JRIE Principal Attorney

**ANNUAL GENERAL MEETING OF  
THE JUBILEE RECIPROCAL INSURANCE EXCHANGE**

**PROXY**

**The Undersigned Subscriber to the Jubilee Reciprocal Insurance Exchange ("JRIE")  
hereby appoints: (chose one)**

\_\_\_\_\_

**OR**

Duane Gladden, Director of Aggregated Business Services, AAMDC and JRIE Principal Attorney

to act as proxy at the Annual General Meeting of JRIE to be held on Monday, March 17, 2014.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated \_\_\_\_\_, 2014.

\_\_\_\_\_  
Subscribing Member

Per: \_\_\_\_\_  
Signing Officer

**\*Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**



**2014 Annual General Meeting  
of  
Jubilee Reciprocal Exchange Insurance  
(JRIE)**

**AGENDA**

March 17, 2014  
4:30 pm  
Shaw Conference Centre, Salon 4  
9797 Jasper Avenue  
Edmonton, AB.

- 1.0 Call to Order and Declaration of Quorum
- 2.0 Approval of Agenda
- 3.0 Approval of JRIE Meeting Minutes of March 18, 2013
- 4.0 Approval of 2013 Audited Financial Statements
- 5.0 Approval of 2013 Actuarial Report
- 6.0 Confirm Appointment of 2014 Auditor
- 7.0 Confirm Appointment of 2014 Actuary
- 8.0 Claims Update
- 9.0 Attorney's Report
- 10.0 Adjournment





GENESIS  
The Dawn of a new insurance program

February 24, 2014

Wendy  
Feb 25/14

RE: GRIE Annual General Meeting

ATTN: GRIE Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place **March 17, 2014, 4:30 pm - 5:30 pm, at the Shaw Conference Centre, 9797 Jasper Avenue, Edmonton, AB., in Salon 4.** The meeting will be followed by a hospitality suite sponsored by the AAMDC. All subscribers to GRIE should find attached a Proxy Form to appoint an individual to attend the meeting if they are unable to attend. Please note that this AGM does not signify any major change within GRIE, but rather a move on our behalf to have more ongoing interaction with GRIE subscribers. This meeting will give subscribers the opportunity to better understand the financial position, future strategy, and governance structure of GRIE.

In the past, AGM's have been sporadic, and in many cases poorly attended. It is our intention to change both of those trends. We are committing to hold AGM's at the AAMDC Spring Convention each year, second **we are hopeful that each subscriber will have an elected or administrative official in attendance**, or assign a proxy. We are strongly encouraging all subscribers to participate.

Please find the attached Agenda, including the 2013 Audited Financials, and the 2013 Actuarial Report. You will also find the proxy document attached.

For any questions regard this meeting please contact Jasmine Rasuli at [jasmine.rasuli@aamdc.com](mailto:jasmine.rasuli@aamdc.com), or at 780-955-8403.

Sincerely,

Gerald Rhodes

GRIE Principal Attorney

**ANNUAL GENERAL MEETING OF  
THE GENESIS RECIPROCAL INSURANCE EXCHANGE**

**PROXY**

**The Undersigned Subscriber to the Genesis Reciprocal Insurance Exchange ("GRIE")  
hereby appoints: (chose one)**

\_\_\_\_\_

OR

Gerald Rhodes, Executive Director of the AAMDC and GRIE Principal Attorney  
to act as proxy at the Annual General Meeting of GRIE to be held on Monday, March 17, 2014.  
My proxy shall have full authority to vote on behalf of the Undersigned.

Dated \_\_\_\_\_, 2014.

\_\_\_\_\_  
Subscribing Member

Per: \_\_\_\_\_  
Signing Officer

**\*Note that no proxy is required if a member is represented at the  
meeting by its most senior elected or most senior administrative  
personnel.**



GENESIS

The Dawn of a new insurance program

**2014 Annual General Meeting  
of  
Genesis Reciprocal Exchange Insurance  
(GRIE)**

**AGENDA**

March 17, 2014

4:30 pm

Shaw Conference Centre, Salon 4

9797 Jasper Avenue

Edmonton, AB.

1.0 Call to Order and Declaration of Quorum

2.0 Approval of Agenda

3.0 Approval of GRIE Meeting Minutes of March 18, 2013

4.0 Approval of 2013 Audited Financial Statements

5.0 Approval of 2013 Actuarial Report

6.0 Confirm Appointment of 2014 Auditor

7.0 Confirm Appointment of 2014 Actuary

8.0 Claims Update

9.0 Attorney's Report

10.0 Adjournment



## Tara Cryderman

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**From:** Wendy Kay  
**Sent:** Monday, March 3, 2014 12:53 PM  
**To:** Tara Cryderman  
**Subject:** FW: 3rd Annual Kids' Discovery Day - Saturday May 3rd 2014  
**Attachments:** Activity registration form.docx

Council Correspondence - Action

**From:** Pincher Creek Chamber of Commerce [mailto:info@pincher-creek.com]  
**Sent:** March-03-14 11:42 AM  
**To:** 'Pincher Creek Chamber of Commerce'  
**Subject:** 3rd Annual Kids' Discovery Day - Saturday May 3rd 2014

Dear Chamber Member,  
 Dear Business,  
 Dear Organization,  
 Dear Hobbyist,

We are proud to present our 3<sup>rd</sup> Annual **KIDS' DISCOVERY DAY.**  
 It's all about bringing the community together for a day full of fun, joy and learning experiences.

### **When?**

Saturday May 3<sup>rd</sup>, 2014.

### **Why?**

To get kids (grade 1 – grade 6) involved in the 'adult' world. We would like to give the kids the opportunity to look around in the adults' work environment and let them find out some cool things in the adults' every day jobs through hands-on activities. This way we engage them in our community even at a young age.

### **What?**

Children will visit businesses/organizations/services in Pincher Creek. The participating businesses/organizations/services offer them a behind the scenes tour and/or a real 'work' experience. This is a great opportunity for the children to experience 'adult' life for a day and it is a perfect opportunity for businesses, organizations and services to show the kids what they have to offer. A visit will take 45 minutes and children will visit you in groups of 5. Every group of kids will be accompanied by an adult. Every child will visit up to 4 businesses that day. The more businesses/organizations/services sign up to participate, the more kids we can accommodate.

**Fill out the attached registration form and send it back to me before March 31<sup>st</sup>.**

Interested in participating but not sure which activity to offer? Call Lieve at 403-627-5199 for some ideas.

Are you a business, organization, service or hobbyist and would you like to show what you have to offer? That's great, because we need your support to make this event work!

**Come up with a cool hands-on activity for the kids (grade 1 – grade 6) and use it to promote your business, organization, service, hobby FOR FREE!**

Fill out the registration form below and be part of the 'KIDS' DISCOVERY DAY' from the start!

## PINCHER CREEK & DISTRICT 'KIDS' DISCOVERY DAY' MAY 3, 2014

### PARTICIPATION FORM

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Yes, I would love to share what I do daily with the community and I offer the following hands-on activity for kids:

- **Description of the activity:** \_\_\_\_\_
- **Specify if the kids need to bring some supplies:** \_\_\_\_\_
- **How much time do you need for this activity (min. 35 minutes – max. 45 minutes):** \_\_\_\_\_ min.
- **How many groups of kids would you like to host that day (min. 1 – max. 4 groups):** \_\_\_\_\_ groups
- **Which hours are you available that Saturday and do you close for lunch:** \_\_\_\_\_
- **Is there an age limit for your activity (specify between 6 and 12 years old):** \_\_\_\_\_

Please note that:

- Each visit can take up to 45 minutes (35 minutes at least). If your activity takes a longer time, that may work, just let us know.
- Children will visit you in groups of 5 with 1 adult to accompany them. They will visit 4 locations during the day.
- This activity is free for all children. However, if supplies are needed for your activity you can ask the children to bring them (please specify above) or you can supply them yourself.
- For logistical reasons, we have to limit the visits to locations in the town of Pincher Creek. However, **if you are located out of town** and you would like to offer a cool activity that you can 'move' into town that would be great! Please specify what kind of location you need to set up your activity (indoors, outdoors, how big a location, ...).

Please send this participation form (or an email with all information requested) back to the Pincher Creek & District Chamber of Commerce **before March 21<sup>st</sup>, 2014.**

P.O. Box 2287, Pincher Creek.

Phone: 403-627-5199 - Email: [info@pincher-creek.com](mailto:info@pincher-creek.com).

The Chamber Office is located in the Ranchland Mall. You are always welcome! Since this is a one person office, it is best to call me beforehand to make sure I am there.

**Tara Cryderman**

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**From:** Wendy Kay  
**Sent:** Monday, March 3, 2014 8:42 AM  
**To:** Tara Cryderman  
**Subject:** FW: water and sewage

Council – Correspondence Action

**From:** Yahoo! Member Services [mailto:jjpthonin@yahoo.ca]  
**Sent:** March-02-14 2:30 PM  
**To:** Wendy Kay  
**Subject:** Fw: water and sewage

On Thursday, February 27, 2014 4:54:42 PM, Yahoo! Member Services <jjpthonin@yahoo.ca> wrote:  
Hi Garry;

Can the MD add a letter with the "tax mail out" to the Beaver Mines residents?

On behalf of the beaver mines community association concerning the water and sewage situation in our Hamlet?

Jacques.



## Tara Cryderman

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**From:** Wendy Kay  
**Sent:** Monday, March 3, 2014 8:43 AM  
**To:** Tara Cryderman  
**Subject:** FW: water and sewage

Council Correspondence - Action

**From:** Yahoo! Member Services [mailto:jjpthouin@yahoo.ca]  
**Sent:** March-02-14 2:31 PM  
**To:** Wendy Kay  
**Subject:** Fw: water and sewage

On Friday, February 28, 2014 10:01:36 AM, Yahoo! Member Services <jjpthouin@yahoo.ca> wrote:

Hi Garry;

Can you ask the MD administration to give me the costs of:

a water pipeline to Beaver Mines.

a water and sewage pipeline and sewage treatment center in Beaver Mines.

With a detailed subsidy or grant from the province,

and a rough estimate of the remaining costs to the residents of Beaver Mines which would be paid off with a long term loan through the MD and the payments passed on to the residents.

I'm sure the administration are much more competent than myself to acquire this information through their contacts in the transport department and the various programs like water for life.

I need these figures to formulate a realistic information bulletin to send out to the residents.

Hope you can help.

thanks Jacques.

# Best of the West Weekend

*Western Song, Art - and so much more!*

Janet Barkwith  
Box 13, Cowley, Alberta T0K 0P0

email: [bestofthewestweekend@yahoo.ca](mailto:bestofthewestweekend@yahoo.ca)

web: [www.bestofthewestweekend.com](http://www.bestofthewestweekend.com)

Facebook: Best of the West Weekend

RECEIVED

February 28<sup>th</sup> 2014

MAR 03 2014

Dear MD of Pincher Creek Councillors

M.D. OF PINCHER CREEK

You may have heard on the grapevine that the Pincher Creek Cowboy Poetry Gathering is no more. We like to think of it as a beloved old house: the foundations are still strong and secure, but the building atop those foundations was beginning to show its age and had become tired and a little bit rickety. So we have dismantled the old house and we're building a new one on the strong foundations left behind.

The Best of the West Weekend is our brand *new* event for this summer in Pincher Creek.

I am writing to ask if you would agree to sponsor, prepare and serve a pancake breakfast to everyone on Sunday June 15<sup>th</sup>, at The Best of the West Weekend in conjunction with the Town of Pincher Creek, as you have done so many times before to our visitors' great delight.

Entry to The Best of the West Weekend on Sunday is FREE!

In the past the breakfast has been one of the highlights of the Gathering weekend, and we would really appreciate it if you would agree to provide breakfast at the inaugural *Best of the West Weekend* to help us begin a new tradition of great Western entertainment in Pincher Creek.

*It will be a tremendous help to our publicity campaigns if each Councillor individually, and the MD as an entity, would visit and "Like" our Facebook page: Best of the West Weekend. The more "Likes" we have for our page, the more the word will spread about the MD of Pincher Creek and its exciting NEW event! Check out our Twitter feed too.*

There is more information on our web site [www.bestofthewestweekend.com](http://www.bestofthewestweekend.com). The site will be continually updated as our various plans come to fruition.

We are currently promoting the event extensively on the internet, and so far all the many comments we have received are extremely positive: there is an excitement being generated by the Pincher Creek's Best of the West Weekend. We have a booth at the Lethbridge Home & Garden show this month; Cowboy Country Magazine has a short piece about our event in their next issue, and we shall in due course be advertising on several relevant radio stations.

This year we thought it would be nice to let everyone have an extra half hour in bed, so breakfast is scheduled to begin at 9am and not 8.30am as before. We very much hope that the extra half hour will be appreciated by your personnel as well!



for Best of the West Weekend Committee

*For Three Days in June - Live the Dream!*

Council  
Corresp-Action

F1d

February 17, 2014

**RE: RURAL SAFETY – Smart choices for LIFE**

**Dear Community Partners:**

Group Group Youth Society of Pincher Creek, in partnership with Community Safety Net, is once again presenting the "Rural Safety – Smart choices for life" family resource to educate and protect our youth.

Please welcome **John Quigley** from **Community Safety Net**, who will briefly explain this exciting opportunity to you.

Your Group Group Youth Society of Pincher Creek feels that this initiative will provide kids in our service area with effective tools to be safe and injury-free on the farm and in rural areas. It offers parents practical ideas on protecting their children, as well.

Sincerely,

Lynne Teneycke  
Executive Director  
PH: 627-4616

**PROJECT COORDINATOR**

**John Quigley**



**Ph: 1-403-651-4777**

**[jquigley@communitysafetynet.com](mailto:jquigley@communitysafetynet.com)**

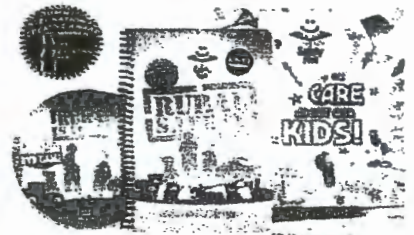
**Protecting kids for LIFE**

**"Putting Our Community First"**



**LEADERSHIP  
PARTNER NAME  
PROTECTING**

Child Safety Team:



Rural Safety: Smart choices for LIFE is a 128-page full-colour family resource full of information complemented with an award winning DVD.

**LEVELS OF SUPPORT**

All supporters are featured in the front of each child's safety book in addition to receiving a "We Care" poster and decal. The investment is \$15 per child, plus taxes.

100 Kids.....	Full page colour ad with three-line recognition & colour logo.....	<b>\$1,575.00</b>
60 Kids.....	Three-line recognition with B&W logo.....	<b>\$945.00</b>
30 Kids.....	Three-line recognition.....	<b>\$472.50</b>
20 Kids.....	Three-line recognition.....	<b>\$315.00</b>
15 Kids.....	Two-line recognition.....	<b>\$236.25</b>
10 Kids.....	Two-line recognition.....	<b>\$157.50</b>
5 Kids.....	One-line recognition.....	<b>\$78.75</b>

To support our Safety Initiative please respond by: \_\_\_\_\_

Contact **JOHN QUIGLEY** 403-651-4777 OR [jquigley@communitysafetynet.com](mailto:jquigley@communitysafetynet.com)

or complete the form below and send in with payment to:

**Community Safety Net, Unit C-3000 Birds Hill Road, East St. Paul, MB R2E 1J5**

I'd like to help! I've enclosed a cheque in the amount of \$ \_\_\_\_\_ (payable to Community Safety Net)

I'd like to help! Please bill my credit card in the amount of \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_



Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_ Town, Prov.: **PINCHER CREEK, AB.**

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Project #: **AB0250**

**Tara Cryderman**

---

**From:** Brian Graham <publisher@tncpublishing.com>  
**Sent:** Monday, February 17, 2014 6:59 PM  
**To:** Roland Milligan  
**Subject:** RE: MD Pincher Creek

Good Morning Roland;

Thank you for seeing me the other day.

Yes, that is correct, there is no cost to MD. The MD supplies the editorial and pictures and we lay the magazine out at no cost. As for advertising copy the MD controls the copy and who they would like to advertise in the magazine with them. The MD have final approval over the entire magazine and we will not go to press unless you are completely satisfied and we get you written permission.

At TNC we do all the leg work, layout, design, advertising sales, printing and you end up with a professional magazine of your own for distribution.

If you have any concerns or require an additional information, please do not hesitate to contact me. I would be happy to attend your council meeting if you think that would help answer any questions the council may have.

Looking forward to hearing from you, I remain

Brian

---

**From:** Roland Milligan [mailto:AdminDevOff@mdpincercreek.ab.ca]  
**Sent:** Friday, February 14, 2014 3:00 PM  
**To:** publisher@tncpublishing.com  
**Cc:** Wendy Kay; Tara Cryderman  
**Subject:** MD Pincher Creek

Hell Brian,

Thanks for the magazine the other day.

Looking for a little information prior to taking the proposal to Council for their consideration.

You said there is no cost to us, correct?

We control the editorials and copy that are placed in the magazine?

Do we have any control over ad copy?

Regards,

Roland Milligan

Director of Development and Community Services

M.D. of Pincher Creek No. 9

PO Box 279, Pincher Creek, AB T0K 1W0

Ph: 403.627.3130 Fx: 403.627.5070

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Attachment to this e-mail may



THE TOWN OF

# PINCHER CREEK

RELOCATION BUSINESS & INVESTMENT GUIDE

## ECONOMIC ADVANTAGE:

see why Pincher Creek is proud  
to be the Service Centre of  
Southwestern Alberta

## ENERGIZING THE FUTURE:

Pincher Creek is becoming the  
wind power capital of Canada,  
and we've only just begun

## ADVENTURES ABOUND:

From Castle Mountain to the Oldman Dam,  
Lundbreck Falls to our own Pioneer Village,  
a vibrant region awaits discovery



Council  
Corresp - For Info

F2a



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary - West

RECEIVED  
MAR 03 2014  
M.D. OF PINCHER CREEK

AR70942

FEB 24 2014

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

Dear Reeve Hammond

Thank you for submitting your municipality's grant application under the 2013/14 Fire Services and Emergency Preparedness Program. Your application has been reviewed and I am pleased to advise that your municipality has been awarded a total grant of \$27,816 to carry out training as outlined in the conditional grant agreement (CGA).

Two copies of the CGA are attached for your review. Please ensure the two copies of the agreement are signed by the Chief Elected Official and Duly Authorized Signing Officer for your municipality. Return both copies to:

Grants Coordinator  
Public Safety Division  
Municipal Affairs  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4

Payment will be processed upon receipt of the signed CGA, and a copy returned to you for your records.

If you have any questions regarding the grant process, please contact the Grants Co-ordinator, toll-free, at 1-866-421-6929.

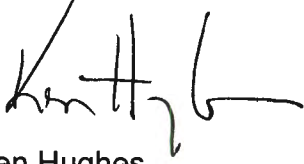
.../2

Reeve Brian Hammond

- 2 -

I would like to wish you every success with your fire service and emergency management training initiatives.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Hughes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ken Hughes  
Minister of Municipal Affairs

Attachment

cc: Wendy Kay, Chief Administrative Officer

*Council  
Corresp. - For Info*

**F2b**

*Pincher Creek Community Center Hall Society*

*Box 1178*

*287 Canyon Drive*

*February 19, 2014*

**RECEIVED**  
MAR 03 2014  
M.D. OF PINCHER CREEK

*M.D. of Pincher Creek  
Reeve and Council*

*The Pincher Creel Community Center Hall Society is very happy that we were able to get funding from the joint councils. With the ever increasing cost of utilities it is harder and harder for us to keep our rental costs at a reasonable rate. The board is always looking to be able to be of assistance to the community. Our hall is soon to be 42 years old and we think it is in great shape. Thank you for your financial help.*

*Sincerely:*

*Executive and*

*Board Members of the Pincher Creek Community Hall*



*Council  
Corresp For Info*

**F2c**

*Pincher Creek Community Center Hall Society*

*Box 1178*

*287 Canyon Drive*

**RECEIVED**

**MAR 03 2014**

**M.D. OF PINCHER CREEK**

*February 19.2014*

*M.D. of Pincher Creek  
Reeve and Council*

*The Pincher Creel Community Center Hall Society is very happy to invite the Reeve and Council to our Annual General Meeting at the Hall on April 28<sup>th</sup> 2014. Regular meeting is 7pm and the AGM is at 8pm. Please join us for this important meeting. There will be fellowship and refreshments following the meeting.*

*Sincerely:*

*Executive and*

*Board Members of the Pincher Creek Community Hall*

February 18, 2014

RECEIVED  
FEB 27 2014  
M.D. OF PINCHER CREEK

Mr. Brian Hammond  
Reeve  
Municipal District of Pincher Creek  
P.O. Box 279  
Pincher Creek, AB T0K 1W0

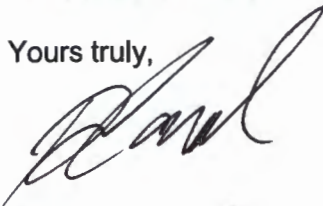
Dear Reeve Hammond:

**Subject: Municipal Grant Payment**

Please be advised that a grant in the amount of \$1,000,000 is being electronically transferred to the Municipal District of Pincher Creek under the Alberta Municipal Water/Wastewater Partnership, as part of the Water for Life Program for the Cowley-Lundbreck Regional System. This is the ninth payment for the municipal district's project.

We look forward to working with your municipal district in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.  
Regional Director

cc: Municipal Programs

Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
March 04, 2014 – MD Council Chambers

Present: Chairperson Susan Vogelaar, Vice Chair Dallis McGlynn,  
Members John Lawson, Tony Bruder, Councillors Fred Schoening  
and Terry Yagos

Also Present: Director of Operations Leo Reedyk, Agricultural Fieldman Shane Poulsen,  
Assistant Agricultural Fieldman Lindsey Cockerill, Jim Hansen, AARD  
Representative

Chairperson Susan Vogelaar called the meeting to order 9:30 am.

A. Adoption of Agenda 14/017

John Lawson

Moved to accept agenda as amended. The amendments were as follows:

- (1) Ergot Information be added under New Business
- (2) Gophers in Patton Park and "Blueweed in Lundbreck" be added under New Business

Carried

B. Adoption of Minutes

John Lawson 14/018

Moved to accept minutes as amended. The amendment was as follows:

Councillor Fred Schoening moved to accept Terms of Reference as Information. Motion was defeated in favour of discussion of Terms of Reference and tabled until next meeting.

Carried



C. Unfinished Business

(1) a) MD Policies related to AES

Councillor Terry Yagos 14/019  
Moved to recommend to Council that when policies are being reviewed that have implications on agriculture that they be forwarded to the Agricultural Fieldman for review, and from there be forwarded to the ASB for review if necessary.

Carried

Tony Bruder 14/020

Moved that draft policies 601-605, 607 and 608 be forwarded to Council with appropriate edits with the recommendation to be accepted.

Carried

b) ASB Terms of Reference

Councillor Fred Schoening 14/021

Moved to recommend to Council that Council amend ASB Terms of Reference to align with the following changes as recommended by the ASB:

- Terms of Reference be clarified to state that the ASB Chairperson is a voting member on all issues;
- Under "Inspections" the fifth line of the third paragraph have the wording changed to "...or on *recommendation* of the Board or direction of Council or the CAO.";
- Clarification be made to the Terms of Appointment so that beginning October 2014, when the Board Members are appointed the length of term will be included in their appointment;
- Clarification be added to the Terms of Reference to include maintaining the partnership with AARD in Appendix A.

Carried

(2) Licence of Occupation Process/Procedure

Councillor Terry Yagos

14/022

Moved to recommend to Council, that Council review the need for a policy regarding the current Licence of Occupation Process/Procedure

Carried

(3) Acreage Owners Workshop in June

Assistant Agricultural Fieldman Lindsey Cockerill provided an oral update on workshop materials received from Land Stewardship Organization.

Councillor Terry Yagos and Susan Vogelaur suggested that some information on water wells be included.

Councillor Terry Yagos suggested the Lundbreck Senior Citizens Centre as an appropriate venue. June 7, 2014 was the date decided upon.

D. Agricultural Fieldman Reports for February and March

Shane Poulsen explained Business as Usual.

Described new format of reports to allow for more input from Assistant Fieldman.

E. Meeting Times

The meeting schedule for 2014 was provided to the Board.

It was determined if a member cannot be present for a meeting and they wish to provide input on an item, that either a written submission be provided to the Chairperson to bring forward, or that the matter be requested to be tabled until such time as that member can be present.

F. Correspondence

(1) Distribution of Alberta Beef Producers Wildlife Impact Survey

Tony Bruder commented that he has received the survey through various streams and that distribution seems to be effective.

(2) Jim Hansen, AARD Representative Report

Jim Hansen, AARD Representative provided an oral synopsis of some recent activity affecting the agriculture industry.

It was suggested that in compiling the agenda, Jim Hansen provide a written summary of his report so that it can be made available on the website to those that may benefit. Jim Hansen agreed that he can provide written summaries for the agenda package.

G. New Business

(1) Ergot – Information

Councillor Fred Schoening – has been approached by numerous taxpayers seeking information on ergot in response to purchase of color sorter for seed cleaning plant. Suggested that an explanation of ergot; what it is and its effects be included in spring newsletter and the information be available at March 28 Open House. Shane Poulsen will work on generating a document in layman's terms for this purpose.

(2) Gophers in Patton Park – Information

Councillor Terry Yagos shared concern expressed by Lundbreck Citizen's Council regarding the gopher problem in Patton Park. Leo Reedyk spoke of the entire area having an infestation and even if gophers are eradicated from the park, more will inevitably move in. Shane Poulsen stated that we are unable to utilize strychnine currently due to water contamination issues and shooting is inappropriate due to proximity to dwellings. Leo Reedyk stated that Rocon will be the product of choice again this year and efforts to control the gopher population as early as possible will be made.

(3) Blueweed in Lundbreck near CPR – Information

Councillor Terry Yagos spoke of citizen concerns about Blueweed near the CPR. Shane Poulsen explained that ongoing efforts are being made to work with CPR regarding weed control.

(4) The Faces of our Food: Slow Food Southern Alberta – Information

Susan Vogelaar shared *The Faces of our Food* directory and suggested that it be made available at March 28<sup>th</sup> Open House.

H. Next Meeting – April 3, 2014 at 9:00 am



I. Adjournment

Councillor Fred Schoening

14/023

Moved to adjourn the meeting, the time being 12:15 pm.

---

ASB Chairperson

---

ASB Secretary

DRAFT



**MINUTES - 1 (2014)**  
**EXECUTIVE COMMITTEE MEETING**  
 Thursday, January 9, 2014 at 7:00 p.m.  
 ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

**EXECUTIVE COMMITTEE:**

Gordon Wolstenholme - *Chair*  
 Henry Van Hierden - *Vice-Chair*  
 Anne Marie Philipsen  
 Don Anderberg

Jim Bester  
 Dave Edmonds  
 Bill Martens (absent)

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

**AGENDA:**

1. **Approval of Agenda – January 9, 2014** .....
2. **Approval of Minutes – October 10, 2013**.....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Executive Overview..... (handouts)
  - (b) Budget Review .....(attachment)
  - (c) Fee For Service Update ..... (handout)
  - (d) Alberta SouthWest Regional Alliance Update .....
  - (e) CPAA Conference – April 14-16, 2014 in Red Deer .....(attachment)
  - (f) South Saskatchewan Regional Plan – Direction from Mayors and Reeves .....
5. **Accounts**
  - (a) Office Accounts –
    - (i) September 2013 .....(attachment)
    - (ii) October 2013 .....(attachment)
    - (iii) November 2013 .....(attachment)
  - (b) Financial Statements –
    - (i) January 1 - September 30, 2013 .....(attachment)
    - (ii) January 1 - October 31, 2013 .....(attachment)
    - (iii) January 1 - November 30, 2013 ..... (handout)
6. **Director's Report** .....

7. Executive Report .....
8. Adjournment .....
- 

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(f) South Saskatchewan Regional Plan – Direction from Mayors and Reeves  
(Don Anderberg)

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the minutes of October 10, 2013, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Executive Overview**

- As there are three new Executive Committee members this year, the Director briefly reviewed a handout explaining the Committee's mission and role. The Board of Directors has delegated to the Executive the responsibility for financial and administrative concerns including:
  - budget (ratified by the Board)
  - approval of office accounts and financial statements
  - personnel and organizational matters
  - signing authority (Chair and Vice-Chair)
  - advising Board on matters of principle and policy
- An Organizational Briefing which was prepared before the election for our municipal councils' information was also handed out explaining:
  - WHO ORRSC is – a brief history
  - WHAT services we provide – planning, GIS, subdivision processing, Regional Assessment Review Board, etc.
  - WHEN the Board of Directors and Executive Committee meet
  - WHERE meetings are normally held
  - WHY planning is important for municipalities
  - HOW ORRSC is a shared cooperative effort between member municipalities to obtain planning services



- A third handout written by John C. McDonnell of Brownlee LLP addresses the issue of municipal councillors' conflicting duties and obligations when serving on intermunicipal board or committees.

**Moved by: Dave Edmonds**

THAT the Executive Committee accept the Executive Overview, as information. **CARRIED**

**(b) Budget Review**

- Director Lenze Kuiper reviewed the 2014 Budget and answered questions. Jim Bester pointed out that the 3% "COLA" should correctly be referred to as a "salary increase" rather than a cost of living adjustment. It was also noted that reserves are not reflected in the budget, but will appear on the balance sheet after the auditors transfer any surpluses to the operating and capital reserve funds (there are currently no reserves).

**Moved by: Henry Van Hierden**

THAT the Executive Committee accept the Budget Review, as information. **CARRIED**

**(c) Fee for Service Update**

- In 2013, the Executive Committee began reviewing at each meeting a list showing the progress of current fee-for-service projects. In the past, projects were invoiced upon completion, but due to cash flow issues, our current policy is to invoice in three installments: (1) acceptance of quote, (2) first draft, (3) final. Projects are normally added to this list when we receive written acceptance of our quote by the municipality. Amounts highlighted in green have been invoiced.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

**(d) Alberta SouthWest Regional Alliance Update**

- Alberta SouthWest Regional Alliance has requested that a representative of ORRSC sit on their board to provide advice on how economic development fits in with land use planning in our region. We are hoping to work more closely with them regarding GIS as well. Director Lenze Kuiper attended their orientation for councils in December, where the South Saskatchewan Regional Plan was also mentioned.

**Moved by: Anne Marie Phillipsen**

THAT the Executive Committee accept the Alberta SouthWest Regional Alliance update, as information. **CARRIED**

**(e) CPAA Conference – April 14-16, 2014 in Red Deer**

- ORRSC usually sponsors two representatives from the Executive Committee to attend the annual CPAA Conference in Red Deer. Chair Gordon Wolstenholme will take one spot and the second will be chosen at the next meeting from among those not sponsored by their own municipality. The conference agenda is not available at this time.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the CPAA Conference discussion, as information. **CARRIED**

**(f) South Saskatchewan Regional Plan – Direction from Mayors and Reeves**

- A representative from the Land Use Secretariat gave a presentation at the last Mayors and Reeves meeting regarding the Draft South Saskatchewan Regional Plan (SSRP). Discussions on the plan will close on January 15 and the majority of municipal officials at the meeting know very little about it. The Mayors and Reeves plan to send a letter to the Minister of Municipal Affairs requesting an extension for input from the municipalities until June 30. They are also asking ORRSC to review the proposed legislation and host an information session for councils to advise how it will affect municipalities.
- The Director stated that ORRSC staff provided a lot of input at the beginning of the process and believe the draft plan won't likely change much. Our focus now should be on the impact it will have on our municipalities and what steps need to be taken to implement the plan. At this point there are no regulations attached to the plan, so we will have to watch closely as the details are worked out. This topic will be discussed at the upcoming Council Planning Orientations later this month.
- Following adoption of the SSRP, all land use bylaws, municipal development plans, etc. will need to be reviewed and updated to conform to the plan. There may be an opportunity to apply for a collaboration grant through a municipality to complete this work.

**Moved by: Henry Van Hierden**

THAT the Executive Committee direct administration to give an overview of the impacts of the South Saskatchewan Regional Plan to member municipalities and what they need to do to have their bylaws and statutory plans brought up to date. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) September 2013**

5150	Staff Mileage .....	M. Burla.....	\$ 304.00
5150	Staff Mileage .....	S. Harty (Dec./12 - Sept./13).....	18.00
5151	Vehicle Gas & Maintenance .....	S. Harty (Dec./12 - Sept./13).....	15.00
5160	Staff Field Expense .....	S. Harty (Dec./12 - Sept./13).....	19.28
5150	Staff Mileage .....	S. Johnson .....	40.00
5320	General Office Supplies .....	S. Johnson .....	49.86
5350	Postage & Petty Cash .....	S. Johnson .....	94.50
5530	Coffee & Supplies .....	S. Johnson .....	15.49
5151	Vehicle Gas & Maintenance .....	Imperial Oil.....	276.17
5280	Janitorial Services .....	Madison Ave Business Services.....	425.00
5285	Building Maintenance .....	Spencer Dakin Kuiper.....	980.00
5285	Building Maintenance .....	Cam-Air Refrigeration .....	312.35
5310	Telephone .....	Bell Mobility .....	619.86
5310	Telephone .....	Telus .....	432.91
5580	Equipment & Furniture Rental .....	Telus .....	135.45
5320	General Office Supplies .....	Desjardins Credit Services .....	208.39
5380	Printing & Printing Supplies .....	Desjardins Credit Services .....	408.60
5320	General Office Supplies .....	Desjardins Credit Services .....	162.49
5570	Equipment Repairs & Maintenance .....	Desjardins Credit Services .....	148.61
5330	Dues & Subscriptions .....	AMDSP .....	1,965.00

5330	Dues & Subscriptions .....	Sunny South News .....	22.00
5380	Printing & Printing Supplies .....	Desjardins Credit Services .....	708.59
5430	Aerial Photos & Maps .....	County of Warner.....	72.00
5430	Aerial Photos & Maps .....	M.D. of Taber.....	190.48
5440	Land Titles Office .....	Minister of Finance.....	239.00
5500	Subdivision Notification .....	Lethbridge Herald .....	271.44
5531	GIS Grant .....	Blackbridge Networks .....	150.00
5531	GIS Grant .....	Pacific Alliance.....	5,750.00
5532	Assessment Review Board .....	Town of Coalhurst.....	939.96
5570	Equipment Repairs & Maintenance .....	Xerox Canada.....	860.15
5580	Equipment & Furniture Rental .....	Xerox Canada.....	748.88
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	292.03
1160	GST Receivable .....	GST Receivable.....	<u>1,165.83</u>
		<b>TOTAL</b>	<b><u>\$18,041.32</u></b>

**(ii) October 2013**

5170	Staff Conference & Area .....	B. Brunner .....	\$ 1,027.44
	Jasper – "APPI Conference" - Oct. 6-8/13 - hotel & meals (for Bonnie & Leda)		
4140	Approval Fees .....	Huckvale Wilde .....	150.00
4140	Approval Fees .....	MPE Geomatics .....	375.00
4140	Approval Fees .....	Duncan McGregor Homes .....	150.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	409.46
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Active Lock & Safe .....	45.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	394.20
5285	Building Maintenance .....	Cam Air Refrigeration .....	998.00
5285	Building Maintenance .....	Weing's Sprinkler .....	85.00
5310	Telephone .....	Bell Mobility .....	550.23
5310	Telephone .....	Telus Communications .....	444.79
5580	Equipment & Furniture Rental .....	Telus Communications .....	135.45
5320	General Office Supplies .....	Desjardin Card Services .....	408.41
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	353.55
5320	General Office Supplies .....	Desjardin Card Services .....	10.08
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	284.69
5440	Land Titles Office .....	Minister of Finance .....	240.00
5470	Computer Software .....	Abacus Datagraphics .....	2,500.00
5500	Subdivision Notification .....	Claresholm Local Press .....	90.00
5500	Subdivision Notification .....	Claresholm Local Press .....	90.00
5500	Subdivision Notification .....	Lethbridge Herald .....	705.12
5531	GIS Grant .....	Stewart Weir .....	107,000.00
5532	Assessment Review Board .....	Dennis Gillespie .....	309.19
5532	Assessment Review Board .....	Ron Lagemaat .....	307.35
5532	Assessment Review Board .....	Henry Van Hierden .....	280.00
5540	Other .....	Purolator Courier .....	79.53
5580	Equipment & Furniture Rental .....	Xerox Canada .....	960.00
1160	GST Receivable .....	GST Receivable .....	<u>5,846.75</u>
		<b>TOTAL</b>	<b><u>\$124,654.24</u></b>



(iii) November 2013

5150	Staff Mileage .....	S. Croil .....	\$ 53.50
5150	Staff Mileage .....	S. Johnson .....	22.50
5151	Vehicle Gas & Maintenance .....	S. Johnson .....	60.98
5320	General Office Supplies .....	S. Johnson .....	64.76
5350	Postage & Petty Cash .....	S. Johnson .....	239.96
5530	Coffee & Supplies .....	S. Johnson .....	39.96
5150	Staff Mileage .....	P. Neufeld .....	100.00
5151	Vehicle Gas & Maintenance .....	Jiffy Lube .....	146.48
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	307.78
5151	Vehicle Gas & Maintenance .....	Petty Cash (vehicle transfer & windshield liquid) .....	32.00
5320	General Office Supplies .....	Petty Cash (photo paper, cards, envelopes) .....	53.69
5520	Meetings .....	Petty Cash (juice, cookies, donuts) .....	71.40
4140	Approval Fees .....	R. Bryan Robertson .....	300.00
4140	Approval Fees .....	Martin Geomatics .....	150.00
4140	Approval Fees .....	Brown Okamura & Associates .....	75.00
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	24.68
5285	Building Maintenance .....	Wild Rose Horticultural .....	300.00
5285	Building Maintenance .....	Kost Fire Equipment .....	84.00
5310	Telephone .....	Bell Mobility .....	681.41
5310	Telephone .....	Telus Communications .....	419.52
5580	Equipment & Furniture Rental .....	Telus Communications .....	135.45
5320	General Office Supplies .....	Desjardins Card Services .....	11.39
5380	Printing & Printing Supplies .....	Desjardins Card Services .....	30.56
5500	Subdivision Notification .....	Desjardins Card Services .....	67.98
5520	Meetings .....	Desjardins Card Services .....	68.93
5330	Dues & Subscriptions .....	ASET .....	295.00
5350	Postage & Petty Cash .....	Postage by Phone .....	1,500.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	90.00
5390	Graphic & Drafting Supplies .....	CIP .....	285.42
5430	Aerial Photos & Maps .....	County of Warner .....	120.00
5440	Land Titles Office .....	Minister of Finance .....	250.00
5460	Public Relations .....	Canada Post .....	53.85
5460	Public Relations .....	Steve Harty .....	150.00
5460	Public Relations .....	B. Johnson .....	300.00
5460	Public Relations .....	Pioneer Promotions .....	565.50
5480	Recruitment & Relocation .....	AUMA .....	550.00
5500	Subdivision Notification .....	Lethbridge Herald .....	705.12
5500	Subdivision Notification .....	Lethbridge Herald .....	432.15
5500	Subdivision Notification .....	TAB .....	551.55
5531	GIS Grant .....	Pacific Alliance Technologies .....	15,840.00
5540	Other .....	Purolator Courier .....	39.44
5580	Equipment & Furniture Rental .....	Xerox Canada .....	2,389.58
1160	GST Receivable .....	GST Receivable .....	1,283.24
		<b>TOTAL</b>	<b><u>\$29,417.75</u></b>

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve the Office Accounts of September (\$18,041.32), October (\$124,654.24) and November (\$29,417.75) 2013, as presented. **CARRIED**

**(b) Financial Statements –**

- (i) January 1 - September 30, 2013**
- (ii) January 1 - October 31, 2013**
- (iii) January 1 - November 30, 2013**

- Committee members felt the large amount of accrued vacation leave needs to be addressed and offered some suggestions including: decrease staff attendance at meetings, video-conferencing, new vacation/overtime policy, etc. The Director will look into the issue further.

**Moved by: Jim Bester**

THAT the Executive Committee approve the following unaudited financial statements:

- January 1 - September 30, 2013
- January 1 - October 31, 2013
- January 1 - November 30, 2013

**CARRIED**

**6. DIRECTOR'S REPORT**

- ORRSC staff attended all 10 SSRP meetings held in our municipalities.
- Currently replacing the old carpet in GIS with flooring we have already purchased and applying insurance money received from a previous flood toward the installation cost.
- Received an inquiry about adding engineering services – we have discussed this before and are not interested.

**Moved by:**

THAT the Executive Committee accept the verbal Director's Report, as information. **CARRIED**

**7. EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

**8. ADJOURNMENT**

**Moved by: Dave Edmonds**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, February 13, 2014 at 7:00 p.m. **CARRIED**

/bj

CHAIR:





## Alberta SouthWest Bulletin March 2014

### Regional Economic Development Alliance (REDA) Update



- The March 5 meeting of the AlbertaSW Board was held at the Piikani Elders Center in Brocket. Elders Board President Wilfred McDougall and Elders Rosaline Crowshoe, Bettyann Little Wolf and Thomas Yellowhorn joined the meeting. We look forward to opportunities for future collaboration.
- The Board approved developing a contract for services with Ventus Development Services and Taylor Warwick Consulting Limited who submitted a joint proposal to research and develop a plan for added broadband capacity in the AlbertaSW region. A steering committee of Board and community representatives will help to guide this project.
- **"Bringing Investment Home"** describes a series of workshops initiated by Community Futures (CF) Alberta Southwest, in partnership with CF Crowsnest Pass and AlbertaSW.



The upcoming dates and sessions will be at the Heritage Inn - Pincher Creek

1. Friday, March 14, 2014 (all day) - "Building Investment Capacity"
2. Wednesday, April 2, 2014 (half day) - "Understanding Your Local and Regional Assets"
3. Friday, May 2, 2014 (half day) - "Creating Effective Partnerships to Handle Site Selectors"

To attend, RSVP to James Tessier, CF Alberta Southwest [James@cfabsw.com](mailto:James@cfabsw.com) 403 627-3020 ext. 221

- Larry Simpson, Associate Regional Vice President and Director Strategic Philanthropy and Conservation, Alberta Region, Nature Conservancy of Canada (NCC), made a presentation regarding the goals and achievements and positive impacts of that organization.
- Bob Dyrda is working with our colleagues in Alberta, BC and Montana to review and update all the content on the Crown of the Continent mapguide and website. This is preparation for working with National Geographic to reprint the mapguide in a new format for this spring.
- Reminder: In spite of the weather, spring and summer will come soon enough! Encourage your community organizations to update their information on the AlbertaSW on-line events calendar. Please call the AlbertaSW office if you need information or assistance with this process!

#### UPCOMING:

- ❖ Annual Economic Developers Alberta (EDA) Conference 2014, Kananaskis Country AB  
Wednesday April 9, 2014 - Friday April 11, 2014 Delta Hotel
- ❖ Alberta SouthWest Annual General Meeting Wednesday June 4, 2014, Waterton Lakes AB
- ❖ 5th Annual Crown Roundtable Conference, Waterton Lakes AB  
Wednesday September 10, 2014 - Friday September 12, 2014
- ❖ 46th Annual Economic Developers Association of Canada (EDAC) Conference, Calgary AB  
Saturday September 27-30, 2014 - Tuesday September 30, 2014

REMEMBER TO POST YOUR UPCOMING SUMMER EVENTS!!  
**[WWW.ALBERTASOUTHWEST.COM/EVENT\\_CALENDAR](http://WWW.ALBERTASOUTHWEST.COM/EVENT_CALENDAR)**

Alberta SouthWest  
Box 1041  
Pincher Creek AB T0K 1W0  
403-627-3373 or 1-888-627-3373  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)





**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday February 5, 2014  
Heritage Inn - Pincher Creek



**Board Representatives**

Lloyd Kearn, Cardston County  
Barney Reeves, Waterton Lakes  
Tammy Rubbelke, Pincher Creek  
Jordan Koch, Glenwood  
Rene Gendre, Fort Macleod  
Blair Painter, Crowsnest Pass  
Maryanne Sandberg, MD Willow Creek  
Shelley Ford, Claresholm  
Garry Marchuk, MD Pincher Creek  
Dennis Gillespie, Stavely

**Piikani Nation Elders**

Gilbert Provost  
Bettyann Little Wolf  
Rosaline Crowshoe

**Resource Representatives**

Kathy Wiebe, Executive Assistant, MD Ranchland  
Greg Brkich, CAO, MD Ranchland  
Kristofor Jensen, CDO, Waterton Lakes  
Clara Yagos, Trustee, LRSD  
Leah Wack, Lethbridge College  
Natalie Gibson, Economic Developers Alberta,  
Carolyn Guichon, Innovisions and Associates  
Dan Crawford, Community Builders  
James Van Leeuwen, Ventus Development Services  
James Tessier, Community Futures Alberta Southwest  
Lenze Kuiper, ORRSC  
Bob Dyrda, Communications Coordinator, AlbertaSW  
Bev Thornton, Executive Director, AlbertaSW

1. Welcome and Introductions
2. Approval of Agenda  
Bev Thornton asked that Directors Insurance be inserted as item #5.
3. Approval of Minutes
4. Approval of Cheque Register
5. Approval of Directors Insurance Policy
6. Presentation by James Van Leeuwen:  
Broadband in AlbertaSW
7. SSRP input deadline extended to  
February 28, 2014.

Moved by Barney Reeves THAT the agenda be approved as amended.  
**Carried.** [2014-02-357]

Moved by Shelley Ford THAT the minutes of December 4, 2013 be approved as presented.  
**Carried.** [2014-02-358]

Moved by Maryanne Sandberg THAT cheques #1344 to #1403 be approved as presented.  
**Carried.** [2014-02-359]

Moved by Tammy Rubbelke THAT the Directors and Officers insurance policy be renewed with Jubilee Insurance Agencies.  
**Carried.** [2014-02-360]

As a result of the informative presentation, consensus THAT Bev and Bob follow up with Ventus Development Services and bring forward a proposed process at the next Board meeting.

Barney Reeves spoke to items in the draft document that impact on tourism and economic development, as a note to any communities that may be providing further commentary.

8. Operations update: third quarter  
 Bev provided a summary of expenditures in each Core Business of the 2013-2014 Operations Plan. Projects and budget are on track to be completed by fiscal year end.
9. Project updates  
 ⇒ Canadian Geographic Travel Magazine  
 AlbertaSW has partnered with Castle Mountain, Alberta Historic Sites and Heritage Inns to put a full page ad in the upcoming issue that feature only Alberta content. This opportunity was arranged by Travel Alberta.  
 ⇒ 13 WAYS Community Audits  
 The pilot process is in development. Copies of the book have been sent to each community. Call Bev if you need extra copies.  
 ⇒ Crown of the Continent mapguide reprint  
 Bob is working with staff in Montana to review and update map and website content in preparation for the reprint. Travel Alberta is covering the AlbertaSW share of these costs.  
 ⇒ SouthWest Invest and FDI  
 In partnership with the Community Futures offices, a series of training workshops will be the first step toward investment attraction strategy plans for the region and the communities. Workshops will be scheduled March-April 2014.
10. Communications Coordinator Report  
 Accepted as information.
11. Executive Director Report  
 Accepted as information.
12. Roundtable updates  
 AlbertaSW is very pleased to have Piikani Elders join the meeting. We welcome the opportunity for further conversation and collaboration between our communities.
13. Board Meetings:  
 March 5, 2014  
 April 2, 2014  
 May 7, 2014  
 June 4, 2014 – Waterton Lakes  
 Bev and Barney will check on availability of venue to hold AGM in Waterton Lakes.
14. Adjournment  
 Moved by Garry Marchuk THAT the meeting be adjourned.  
**Carried.** [2014-02-361]

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Chair

Date

Approved March 5, 2014

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Secretary/Treasurer

Date