

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
November 22, 2016  
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

- (1) Southern Alberta Lands Trust Society (SALTS) – Private Land Conservation
  - Joint Presentation from SALTS and NCC
- (2) Nature Conservancy of Canada (NCC) – Private Land Conservation
  - Joint Presentation from SALTS and NCC
- (3) Recreation and Cultural Support
  - Email from Diana Reed, dated November 17, 2016

C. MINUTES

- (1) Council Meeting Minutes
  - Minutes of November 8, 2016

D. UNFINISHED BUSINESS

- (1) Funding – Pincher Creek Curling Club
  - 123 Signed Letters Available from the CAO (Sample attached)
  - Letter from Pincher Creek Curling Club, dated November 8, 2016
- (2) Socio-Economic Impact Analysis – Shell Waterton Complex
  - Letter from Town of Pincher Creek, dated November 16, 2016
  - Letter from Southwest Alberta Sustainable Community Initiative (SASCI), dated October 27, 2016

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

(1) **Operations**

- a) Beaver Mines Wastewater Options
  - Report from Director of Operations, dated November 17, 2016
- b) Operations Report
  - Report from Director of Operations, dated November 17, 2016

(2) **Planning and Development**

Nil

(3) **Finance and Administration**

Nil

(4) **Municipal**

- a) Chief Administrative Officer's Report
  - Report from Chief Administrative Officer, dated November 18, 2016, with Administration Call Log and Enhanced Policing Monthly Report

F. CORRESPONDENCE

(1) **Action Required**

- a) Funding of Parking Lot Expansion Project
  - Email from Pincher Creek Foundation, dated November 16, 2016

(2) **For Information**

- a) Pipeline Safety
  - Letter from TransCanada – Brochures available from CAO
- b) Thank You Letter
  - Letter from Pincher Creek Archery Club

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

- Oldman River Regional Services Commission
- Minutes of October 13, 2016

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3

- 2017 Media Kit – Travel Planner

Reeve Brian Hammond - Division 4

- Mayors and Reeves

Councillor Terry Yagos – Division 5

H. IN-CAMERA

- (1) Legal
- (2) Personnel

I. NEW BUSINESS

J. ADJOURNMENT

# Private Land Conservation in the MD of Pincher Creek

## Overview of Land Trust Activities in the MD and Opportunities for Collaboration

Presented by  
Justin Thompson, Southern Alberta Land Trust Society  
Craig Harding, Nature Conservancy of Canada

November 22, 2016



# Overview

- Background
- What land trusts do
- What is a conservation easement
- How are NCC and SALTS different
- Where we focus our efforts and why
- How do our interests align with those of the MD's
- How can we work together in the future





# Background

- The MD of Pincher has been an important focus area for land trusts for almost 20 years
- Pincher has an abundance of ecologically valuable areas that coincide with private land compared to other AB MDs
- SALTS has easements on approx. 10,000 ac in the MD and NCC has easements or fee simple of approx. 48,000 ac, including the Waldron
- When you look at this in the context of all private land in the MD, conservation lands are approximately 10%
- This 10% in many cases still has some residential development on it and almost all of it is used for grazing



# What land trusts do

- Land trusts work with landowners on a voluntary basis where the landowners want to see their land stay undeveloped in perpetuity
- The land trust can facilitate this through either a conservation easement or through a land purchase
- With an easement, the landowner continues to own and manage the land and can sell or transfer the land with the easement on it at any time
- In return for the easement the land trust can typically provide a charitable receipt and some cash – ranging from 20-60% of market value based on land size and restrictions



# What is a Conservation Easement

- A conservation easement (CE) is a legal agreement negotiated between the landowner and the land trust
- The easement includes restrictions on the property's future use to maintain the “conservation values” including:
  - ✓ no breaking of native prairie or altering water bodies
  - ✓ no subdivision or new roads
  - ✓ no new buildings or industrial development
- That being said, the landowner can choose to retain some development rights e.g. a future dwelling site(s), which is quite typical of an easement on larger properties
- CE's are compatible with ranching & low-impact recreation



# How NCC and SALTS Differ

- Both organizations are land trusts and use similar tools (one difference being that SALTS does not buy land)
- Our governance and management are somewhat different, SALTS being only in Alberta and NCC being national
- This governance difference means that we have slightly different priorities at times in terms of lands we focus on
- Because of our differences there are different projects and landowners who we are each better suited to work with
- Neither of our organizations alone would be able to serve the conservation needs/demand within the MD





# Where We Focus and Why

- Both NCC and SALTS focus on lands of high ecological value
  - ✓ Important wildlife habitat/corridors
  - ✓ Intact blocks of native prairie
  - ✓ Wetland and riparian habitats
- These priorities are a function of our mandates but also reflect the priorities of provincial and federal governments
- Protecting landscapes with these features also contributes to preservation of water quality, scenic views, and wildlife populations for fishing and hunting
- These resources in turn support tourism and the quality of life in the local community



# Insert Conservation Values Maps



# Community Values & Conservation

- In 2012 Praxis consultants conducted a community values survey in conjunction with the MD and SASCI
- Values like protecting water and the natural environment, uncrowded open spaces, beautiful scenery, and preserving agriculture were consistently at the top for MD residents
- Private land conservation directly supports these values by keeping lands in agriculture and in a relatively undeveloped state which supports water, wildlife, and scenic values
- On top of that, it's the landowner who is choosing to give up some of their development rights to protect their land



# How we Can Work Together

- Mapping of community values for planning purposes can be a powerful tool
- NCC and SALTS have spent a lot of resources mapping landscape values and could help the MD in similar efforts
- These maps could then be used to inform planning and decision making
- This has been done by other MDs (e.g. Ranchlands)





# What Could be Mapped

The MD could map a number of similar things to what NCC and SALTS have mapped but also a number of different values:

- Areas of high tourism value (fishing, hiking, paddling)
- Areas of high visibility/aesthetic value
- Areas of key wildlife habitat/important native vegetation
- Riparian areas and areas of high watershed importance
- Areas that are gateways to parks (Waterton and Castle)
- Areas that currently have low rural residential density
- Areas of low vs high road density



# Aligning our Interests

- If the MD were to map areas that they felt were important for preserving community values this would help SALTS and NCC to know where to focus efforts to align with the MD
- Some counties in the US have created conservation funds using small levies supported by ratepayers
- If land trusts work in areas identified as a priority by the county they can apply for funds to support their work
- Some municipalities in Alberta are also experimenting with tradeable development credits which would also require the MD to identify areas of priority for conservation



# Summary

- The MD is uniquely situated in AB in terms of its significant ecological, agricultural, recreational, and tourism values
- As a result, it has been a focus for private land conservation in the past and will continue to be so in the future
- Private land conservation helps to support many of the top economic and social priorities identified by MD residents
- SALTS and NCC would like to work more closely with the MD to align our efforts to better support the MD's priorities



Thank you for having us.

Questions?

**MDInfo**

---

**From:** Diana Reed <gramsreed@hotmail.com>  
**Sent:** Thursday, November 17, 2016 11:38 AM  
**To:** MDInfo

I would like to come as a delegation to the council of the M.D. Pincher Creek on Tuesday, November 22<sup>nd</sup> re: recreational and cultural support by the MD Pincher Creek.

Diana Reed

Sent from Mail for Windows 10

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**NOVEMBER 8, 2016**

8730

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, November 8, 2016, in the Council Chambers of the Municipal District Building, Pincher Creek, Alberta.

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

**STAFF** Chief Administrative Officer Wendy Kay, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Director of Finance Janene Felker, 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 Quentin Stevick

16/478

Moved that the Council Agenda for November 8, 2016, be amended, the amendments as follows:

Move Action Required F(1)a) – Into In-Camera - Legal

Renumber New Business to Item H

Addition to New Business – H (1) Hamlet of Beaver Mines – Proposed Resolution

Addition to New Business – H (2) Hamlet of Beaver Mines – Proposed Resolution

Addition to New Business – H (3) Tuberculosis Infection of Cattle

Renumber In-Camera to Item I

And that the agenda be approved as amended.

Carried

**B. DELEGATIONS**

**(1) Funding – Pincher Creek Curling Club**

Debbie Reed and Diane Reed, with Pincher Creek Curling Club, attended the meeting to discuss funding for a new curling rink in the Town of Pincher Creek.

Debbie Reed spoke to the information provided, which was included in the agenda package.

Renovations to the current facility were discussed.

Diane Reed spoke to the status of the current curling rink.

The Club has enough curlers to be a sustainable club.

Grant funding was discussed.

Municipal reserves were mentioned.

**(2) Socio-Economic Impact Analysis – Shell Waterton Complex**

Rod Sinclair, with Shell Waterton Complex, and Celesa Horvath and David Green, with Southwest Alberta Sustainable Community Initiative (SASCI), attended the meeting to discuss the Socio-Economic Impact Analysis regarding the closure of the Shell Waterton Complex.

Rod Sinclair spoke to the partnership with SASCI, with regards to the impact analysis based on the premise of the impending closure of the Shell Waterton Complex.

The financial impact of the closure was discussed.

Celesa Horvath spoke to the two phases of the project.

The first phase being the financial analysis impact of the closure.

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

The second phase would be citizen engagement, and provided the residents with the results and how to sustain “post Shell”.

\$40,000 has been secured by grants; the overall budget is \$72,000.

Half of \$17,550, the outstanding balance required for the completion of Phase 1, was requested.

David Green spoke at this time, providing a brief history of SASCI.

Strategic planning was mentioned, with relation to its importance to the MD.

Joint Funding was mentioned.

Ms. Horvath, spoke to future funding. The \$8,775 would be the only ask for this project. Funding for Phase 2 will be sought elsewhere.

Phase 1 was explained further.

(3) Spring Point Colony Access Road – RR 29-1

Representatives from Spring Point Colony attended the meeting, to answer any questions that Council may have regarding the access road at Range Road 29-1.

There were no questions asked at this time.

(4) Beaver Mines Water and Sewer – Request for Information and Community Consultation

Lynn Calder attended the meeting at this time to speak to their letter regarding the Beaver Mines Water and Wastewater Project.

Lindy Farley requested clarification on a proposed open house, and whether residents would be asked for input, or if Council will be telling the residents what they are moving forward with.

C. MINUTES

Councillor Garry Marchuk left the meeting, the time being 2:07 pm.

(1) Organizational Meeting Minutes

Councillor Terry Yagos 16/479

Moved that the Organizational Meeting Minutes of October 26, 2016, be approved, as presented.

Carried

(2) Special Council Meeting Minutes

Councillor Fred Schoening 16/480

Moved that the Special Council Meeting Minutes of October 20, 2016, be approved, as presented.

Carried

(3) Council Meeting Minutes

Councillor Quentin Stevick 16/481

Moved that the Council Meeting Minutes of October 11, 2016, be approved, as presented.

Carried



Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

D. UNFINISHED BUSINESS

There was no unfinished business to discuss.

E. CHIEF ADMINISTRATOR OFFICER’S (CAO) REPORTS

Councillor Garry Marchuk returned to the meeting, the time being 2:08 pm.

(1) Operations

a) Spring Point Colony Access Road – RR 29-1

Councillor Terry Yagos 16/482

Moved that the report from the Director of Operations, regarding Spring Point Colony Access Road, dated November 1, 2016, be received;

And that Council instruct Administration to respond positively to the Spring Point Colony request to upgrade Range Road 29-1 by having them initiate a Development Agreement;

And further that the Development Agreement indicate that the Spring Point Colony be responsible for all dirt work, seeding and weed control on disturbed areas associated with the construction for two years and that the Municipal District provide survey resources, a culvert for the bottom of the slope and gravel for the top of the road.

Carried

b) Landfill Road Drainage

Councillor Quentin Stevick 16/483

Moved that the report from the Director of Operations, regarding the Landfill road drainage, dated November 1, 2016, be received;

And that Council authorize Administration to proceed with the installation of two (2) – 24” culverts at the proposed location to ensure compliance with legislative requirements;

And further that the project cost of \$23,290.00 be funded from the Public Works Road Reserve (Account No. 6-12-0-757-6740).

Carried

c) Operations Report

Councillor Garry Marchuk 16/484

Moved that the Operations Report for the period of October 5, 2016 to November 3, 2016, be received as information.

Carried

Councillor Fred Schoening 16/485

Moved that the Public Works call log be received as information.

Carried



Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

(2) Planning and Development

a) Road Closure Bylaw 1270-16, Pincher Station

Councillor Terry Yagos

16/486

Moved that the report from Director of Development and Community Services, regarding Road Closure Bylaw 1270-16, Pincher Station, dated November 2, 2016, be received;

And that Road Closure Bylaw 1270-16, for a road closure within the Hamlet of Pincher Station, be given first reading;

And further that the required Public Hearing be scheduled for Tuesday, December 6, 2016, in the Council Chambers of the Administration Building, commencing at 1:00 pm.

Carried

(3) Finance

a) Joint Council Funding Committee Recommendations

Councillor Quentin Stevick

16/487

Moved that the report from the Director of Finance, regarding the Joint Council Funding Committee Recommendations, dated October 25, 2016, be received;

And that Council increase their per capita amount from \$30.00 to \$30.323, totalling \$95,760;

And further that Council agree to fund the following organizations for 2017 Joint Funding:

- Pincher Creek High School Rodeo Club
- Pincher Creek Community Center
- Oldman River Antique Equipment & Threshing Club
- Pincher Creek District Citizens on Patrol
- Windy Hollow Players
- Beaver Mines Community Association
- Pincher Archery Club
- Pincher Creek Handi Bus Society
- Syncline Castle Trails Association
- Royal Canadian Legion
- Pincher Planters
- Allied Arts Council of Pincher Creek
- Kootenai Brown Pioneer Village
- Pincher Creek & District Chamber of Commerce

Carried

b) Statement of Cash Position

Councillor Quentin Stevick

16/488

Moved that the Statement of Cash Position, for the month of October, be received as information.

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

(4) Municipal

a) Corporate Policy – Council Boards and Committees

Councillor Fred Schoening 16/489

Moved that Council adopt Corporate Policy – C-CO-002 – Council Boards and Committees, as presented.

Carried

b) Upcoming Council Meeting Schedule - December

Councillor Quentin Stevick 16/490

Moved that the Regular Council meetings for the month of December be rescheduled to Tuesday, December 6, 2016 and Tuesday, December 20, 2016, commencing at 1:00 pm.

Carried

c) CAO Report

Councillor Garry Marchuk 16/491

Moved that Council receive for information, the Chief Administrative Officer's report for the period of October 7, 2016 to November 3, 2016, as well as the Administration Call Log.

Carried

F. CORRESPONDENCE

1. Action

a) Request for Funding

Councillor Quentin Stevick 16/492

Moved that the letter from Oldman Watershed Council, regarding the request for funding, dated October 18, 2016, be postponed until a presentation from Oldman Watershed Council can be provided to Council.

Carried

b) Request for Letter of Support

Councillor Garry Marchuk 16/493

Moved that the email from Crowsnest Pass Pincher Creek Landfill Association, regarding a request for a letter of support for their new recycling building, dated October 31, 2016, be received;

And that a letter in support of the Crowsnest / Pincher Creek Landfill Association's new recycling building, and their grant application for this purpose, be provided.

Carried

c) Inter-Municipal Collaboration Framework (ICF)

Councillor Terry Yagos 16/494

Moved that the email from Hayden and Associates, regarding the Inter-Municipal Collaboration Framework (ICF), dated October 29, 2016, be received as information.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 November 8, 2016

d) Request for Snow Removal within Hamlet of Beaver Mines

Councillor Garry Marchuk

16/495

Moved that the letter from a Beaver Mines resident, regarding a request to have private snow removal within the Hamlet of Beaver Mines, dated October 26, 2016, be received;

And that a letter be forwarded to the applicant, advising that the MD does not have the equipment necessary to provide this service;

And further that it be suggested that perhaps this is a service that could be privately hired out.

Carried

e) Beaver Mines Water and Sewer – Request for Information and Community Consultation

Councillor Terry Yagos

16/496

Moved that the letter from Residents of the Hamlet of Beaver Mines, regarding the Beaver Mines Water and Sewer project, dated October 27, 2016, be received as information.

Carried

2. For Information Only

Councillor Terry Yagos

16/497

Moved that the following be received as information:

- a) Beaver Mines Regional Water Supply
  - Letter from Alberta Infrastructure and Transportation, dated October 18, 2016
- b) Beaver Mines Regional Water Supply Detailed Design Project
  - Letter from Alberta Transportation, dated September 28, 2016
- c) Cowley-Lundbreck Regional System Project
  - Letter from Alberta Transportation, dated September 28, 2016
- d) Recycle Depot Agreements
  - Letter from Village of Cowley, dated October 19, 2016
- e) Thank You Letter
  - Letter from STARS, dated October 25, 2016
- f) 911L Transmission Line Removal
  - Letter from AltaLink, dated October 26, 2016
- g) Natural Resources Conservation Board's (NRCB) Annual Report
  - Letter from NRCB, dated October 2016  
(Annual Report available from CAO)
- h) Meeting Minutes – Highway #3 Twinning Development Association
  - Meeting Minutes of September 9, 2016
- i) Community Foundation Vital Signs 2016
  - Complete Publication available from CAO
- j) Thank You Email - Cold Mix Asphalt applied to Grumpy's Gravel Road
  - Email from residents along Gravel Road
- k) State of the Voice
  - Email from Pincher Creek Multimedia, dated October 11, 2016
- l) Photo Donation Requests
  - Email from Town of Pincher Creek Marketing, Events and Economic Development, dated November 1, 2016
- m) Thank You Card
  - Thank you card from Pincher Creek District 4-H, received October 12, 2016

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

G. COMMITTEE REPORTS

Councillor Quentin Stevick – Division 1

- Invitation to Standing Committees
  - Email dated October 30, 2016
- Invitation to Matthew Halton's School Council
  - Email dated October 28, 2016
- Oldman River Regional Services Commission
  - Minutes of August 11, 2016

Councillor Fred Schoening – Division 2

- Family and Community Support Services (FCSS)
  - Minutes of October 17, 2016
- Agricultural Service Board
  - Minutes of October 6, 2016
  - ASB Convention in Claresholm

Councillor Garry Marchuk – Division 3

- Alberta SouthWest Regional Alliance
  - Minutes of September 7, 2016
  - Bulletin October 2016
  - Bulletin November 2016

Councillor Fred Schoening

16/498

Moved that Councillor Garry Marchuk be authorized to attend the Alberta SouthWest Annual Conference, scheduled for March 22-24, 2017, in Banff, Alberta.

Carried

Reeve Brian Hammond - Division 4

- Mayors and Reeves

Councillor Terry Yagos – Division 5

- Crowsnest Pass Pincher Creek Landfill Association
  - Minutes of September 21, 2016
- Lundbreck Citizens Council
  - Stop Sign – needing replacement
  - Patton Park
  - Waste bin placement – Community Hall
- Emergency Services Commission

Councillor Fred Schoening

16/499

Moved that the committee reports be received as information.

Carried

H. NEW BUSINESS

a) Water and Wastewater Project – Hamlet of Beaver Mines

Councillor Garry Marchuk

16/500

Council for the MD of Pincher Creek No. 9 recognizes the priority of public health and safety, and the importance of providing clean water and wastewater to the residents of the Hamlet of Beaver Mines;

And that Council proceed with the Water and Wastewater Project to the Hamlet of Beaver Mines;

And further that an Open House be scheduled for December 15, 2016, from 4:00 pm – 8:00 pm, at Coalfields School.

Councillor Garry Marchuk requested a recorded vote.

Councillor Quentin Stevick – In Favour  
Councillor Garry Marchuk – In Favour  
Councillor Terry Yagos – In Favour  
Councillor Fred Schoening – In Favour  
Reeve Brian Hammond – In Favour  
Motion Carried

b) Fibre Optics to the Hamlet of Beaver Mines

Councillor Fred Schoening 16/501

Moved that Council request Administration to investigate the possibility of installing fibre optic cable, in conjunction with the Water and Wastewater Project, and report back to Council.

Councillor Quentin Stevick requested a recorded vote.

Councillor Terry Yagos – In Favour  
Councillor Fred Schoening – In Favour  
Reeve Brian Hammond – In Favour  
Councillor Garry Marchuk – In Favour  
Councillor Quentin Stevick – In Favour  
Motion Carried

c) Tuberculosis Infection of Cattle

Councillor Fred Schoening 16/502

Moved that the report from the Director of Operations, regarding Tuberculosis Infection of Cattle, dated November 3, 2016, be received;

And that Council direct Administration to draft a letter, to the Minister of Agriculture and Forestry, on the Tuberculosis Infection of Cattle;

And further that Council bring up the Tuberculosis Infection of Cattle issue with Government Leaders, at the Bear Pit session during the AAMDC Convention.

Carried

I. IN-CAMERA

Councillor Garry Marchuk 16/503

Moved that Council and Staff, move In-Camera, the time being 3:08 pm.

Carried

Councillor Terry Yagos 16/504

Moved that Council and Staff move out of In-Camera, the time being 5:00 pm.

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

J. NEW BUSINESS

(1) Gravel Pit Agreement – Hutterian Brethren of Thompson

Councillor Quentin Stevick 16/505

Moved that the report from the Director of Operations, dated November 2, 2016, regarding Gravel Pit Agreements, be received;

And that Council direct the Reeve and Chief Administrative Officer to sign the Gravel Pit Agreement with the Hutterian Brethren of Thompson;

And that the gravel pit operator maintain the gravel pit to meet MD minimum standards, with regards to weed control.

Carried

(2) Pincher Creek Emergency Services Billing

Councillor Garry Marchuk 16/506

Moved that the report from the Director of Finance, dated October 18, 2016, regarding Pincher Creek Emergency Services Billing;

And that a letter be forwarded to the Emergency Services Commission, stating that the MD will not pay invoices unless, they are provided in a legible manner.

Carried

(3) Appointments to Committees and Boards

Councillor Fred Schoening 16/507

Moved that the following be appointed to the Agricultural Service Board:

John Lawson  
Martin Puch  
Frank Welsch  
David Robbins

Carried

Councillor Quentin Stevick 16/508

Moved that the following be appointed to the Municipal Planning Commission:

Dennis Olson  
Michael Gerrand

Carried

Councillor Fred Schoening 16/509

Moved that Sandra Baker be appointed to the Pincher Creek Library Board, and as an alternate to the Chinook Arch Regional Library Board.

Carried

Councillor Terry Yagos 16/510

Moved that Gordon Berturelli be appointed to the Airport Committee.

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
November 8, 2016

(4) Cemetery Maintenance Agreement

Councillor Garry Marchuk 16/511

Moved that the per capita amount in the second stanza of Resolution No. 16/235, from the Regular Council Meeting of May 10, 2016, be amended to \$15.50;

And that stanza will now read:

“And that, commencing in 2017, the MD will make an annual contribution for cemetery maintenance, of \$15.50 per capita”.

Carried

(5) Cowley Water Rates

Councillor Fred Schoening 16/512

Moved that the water rates of \$1.03 per cubic metre, presented by the Village of Cowley, be accepted for three years.

Carried

K. ADJOURNMENT

Councillor Garry Marchuk 16/513

Moved that Council adjourn the meeting, the time being 5:12 pm.

Carried

\_\_\_\_\_  
REEVE

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

Pincher Creek Curling Club  
Box 1831  
Pincher Creek AB T0K1W0

**RECEIVED**

NOV 04 2016

M.D. OF PINCHER CREEK

MD of Pincher Creek  
1037 Herron Avenue  
Pincher Creek, AB  
Phone: 403-627-3130  
Fax: 403-627-5070

Re: Funding for New Curling Rink

In regards to the delegation presenting this matter at your meeting on November 8, 2016 please let it show that I (we) fully support the need for a new curling rink. As taxpayer(s) I (we) also feel the MD should be financially contributing to the new curling rink and matching the Town Of Pincher Creek's contribution to date.

FRANCIS P. CYR

Please Print

Francis P. Cyr

Please Sign

Nov 3, 2016

Date



Pincher Creek Curling Club  
Box 1831  
Pincher Creek, AB T0K1W0  
November 8, 2016

MD of Pincher Creek No.9  
Box 279  
Pincher Creek, AB, T0K1W0

Dear Council Members

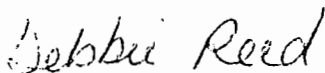
I have sent you this parcel so we don't waste time at the council meeting making our presentation that we have done on numerous occasions in the past 4.5 years (since March 2012).

Our delegation will expect your reasons and rationale as to why we seem to be hitting a brick wall as far as financial support from the MD councils, both present and past.

- What rationale is council basing their decision on in this matter? I have been a part of a steering committee with the Town and other representatives regarding this matter. After 4 meetings, I asked why the MD was not involved and found out that a councillor was appointed to sit in on the meetings but hasn't been. Not only that, I found out it was my representative councillor. You are supposed to represent the people and in not attending the meetings, I don't feel council can make an informed decision because you do not have all the facts and rationale discussed to come to the decision for a new building. I am here to present you facts and answer questions you may have as you did not have anyone at those meetings.

I have included in your package, copies of previous letters from the curling rink and copies of two studies. One study is based on the impact a curling rink has on a rural community and the second study is based on a comparison of curling rinks across Canada. A survey highlight sheet is included for your convenience. This way when we are making comparisons, we are comparing "apples to apples". Also included are Engineer reports that have been completed since 2009

Thank you for your time and considerations in this matter.  
On behalf of the delegation,



Debbie Reed  
Past President  
Fundraising Coordinator

As a delegation, we are here to present some facts and propose some questions to you, our counsellors.

- Need for new curling rink and financial help has been presented to this council since at least 2012. Why has there been no money in the budget over the last 4.5 years for this project?
- The town has been approached over the same period of time and they are supportive to pay for half of the building.
- We are a self sufficient club and do not ask council for money to run day to day operations.
- Physical fitness should be a priority in our community. Curling allows all ages to play together regardless of skill. It promotes family and social interactions.
- In the past, we have had provincial and dominion champions – why is there no support for the future?
- We have all nights of the week filled and the rink is used almost every weekday with school programs and curling leagues and bonspiels.
- We hosted Bantam provincial playdowns 2014 and are hosting Sturling Provincials February 2017.
- Leagues are Juniors, Ladies, Mens, Mixed and brand new to our club last year, Sturling.
- Sturling allows curlers with physical difficulties to curl. Examples would be hip replacements, balance issues, knee issues, walking issues. This promotes physical activity for those that have little choice to get out and get active.
- We have a very strong junior program with 20 juniors last year. We had 3 in 2012.
- Surrounding communities are using the curling rink, Glenwood, Cowley, Pikani,
- Schools use the curling rink as part of their physical education program. Canyon grades 5-6, Matthew Halton grades 7-12, St. Mikes 6-12.
- Curriculum from Alberta Education lists curling as a “lifelong” physical activity. Why would our council not support this?
- Some statistics are as follows:
  - 55% of our curlers are MD residents or taxpayers. (based on sign in sheets last season)
  - Over 500 users per month. rink open almost every day. (based on last season)
  - 0.3 % of the population of Lethbridge city and county are members of their curling rink.
  - 1.5% of the population of Pincher Creek town and MD are members of our curling rink.
    - (based on last seasons memberships and population statistics)

August 28, 2012

MD of Pincher Creek  
Council Meeting

Dear M.D. Council Members;

This letter is an update for you on the status of the Pincher Creek Curling Club.

A special meeting was held regarding the Pincher Creek Curling Club on July 19, 2012. At this meeting we discussed the goals and the future of the curling rink. Mayor Ernie Olsen was there to present a proposal wherein repairs be done to the current facility and the Town of Pincher Creek will include the curling rink in a ten year plan of building a multiuse facility. He proposed the Pincher Creek Curling Club would be responsible for paying for all repairs and getting quotes on said repairs. It was indicated that the Club could send the Town of Pincher Creek a request to help pay for repairs but it was not guaranteed that the Pincher Creek Curling Club would receive any money.

Prior to this meeting, Pincher Creek Curling Club hired a professional grant writer to help us. It is very difficult to get any repair grants to upgrade the building based on the current engineer's report. Pincher Creek Curling Club has hired another engineer for an updated opinion and to give us some quotes on repair costs along with the safety of the building.

Ideally, we would like to use our fundraising monies for matching grants for a new building and not for repairs. Upon our request, the Town cannot give us confirmation or a written legal land description of the proposed sports complex. Mr. Olsen, as of July 19th, quoted "the plan is in year 2 of a 10 year plan" but could not tell us where the complex would be built nor even a rough idea where it would be.

If the Town of Pincher Creek cannot give us a legal land description to build on or a commitment in writing, we are asking you as a council to help us by considering possible M.D. land that we can build a curling rink on.

Thank you for your time and consideration in this matter.

Debbie Reed  
Treasurer  
Pincher Creek Curling Club

Pincher Creek Curling Club  
Box 1831  
Pincher Creek, AB T0K1W0  
March 4, 2015

MD of Pincher Creek No.9  
Box 279  
Pincher Creek, AB, T0K1W0

Dear Council Members,

Healthy lifestyles of the families and individuals in our community are due to a variety of factors including essentials like food and shelter while also taking into account things like exercise. Curling is a sport that allows families to play together, have social time together and get exercise all at the same time.

Curling is a sport that persons aged 7 to 87 can play together and even play on the same team in a league. This allows families to play together no matter what age or skill level. We believe that curling is a traditional Alberta sport and thus we are trying to preserve and enhance our lifestyle through curling here in Pincher Creek. To address and achieve this, it is our goal to construct a new facility. Cost efficiency and wheelchair accessibility are a couple of advantages the new building will provide.

After our reopening four years ago the club has consistently increased members and usage of the curling rink along with having a profit increase each year. In the last three years, we have seen a yearly increase in the junior program of 30%, 80%, 75% respectively. We currently have an average of 750 users per month with 60% being from the MD of Pincher Creek No.9. Clubs from as far as Calgary are consistently attending bonspiels.

As a club, we have raised \$30,000 towards a new building. In 2012 we proposed a plan for a new facility to MD of Pincher Creek council and Pincher Creek Town Council at an estimated cost of \$3,000,000. Our club applied for grants that were denied because we did not have a land location nor did we have financial backing. The Town of Pincher Creek has recently budgeted for \$1.25 million for a new curling rink. We are again in the process of applying for grants such as CFEP, CIP, along with grants from private foundations. Our goal as a club is to raise \$500,000 for the new building with hopes that the MD of Pincher Creek No 9. will match the Town of Pincher Creek's amount of 1.25 million.

With your generous support we will be able to help many of these families and individuals not only to meet essential daily needs, but to get healthy in the process while bonding as families and as a community.

Sincerely,

Debbie Reed  
Past President  
Fundraising Coordinator

## Section A – Information

CLUB NAME	SHEETS OF ICE	CITY	PROV/ TERR	POSTAL CODE
Avonair Curling Club	8	Edmonton	AB	T5G 0Y6
✕ Bently Curling Club	4	Bently	AB	T0C 0J0
✕ Bonnyville Curling Club	4	Bonnyville	AB	T9N 2G5
✕ Bow Island Curling Club	3	Bow Island	AB	T0K 0G0
Brooks Curling Association	6	Brooks	AB	T1R 0T5
Calgary Curling Club	8	Calgary	AB	T2N 1N9
Calumet Athletic Club	2	Ponoka	AB	T4J 1R1
✕ CanMore Golf & Curling Club	4	CanMore	AB	T1W 1Y2
Carbon Curling Club	3	Carbon	AB	T0M 0L0
✕ Carstairs and Community Curling Club	4	Carstairs	AB	T0M 0N0
Coaldale Granite Club	6	Coaldale	AB	T1M 1C4
✕ Cochrane Curling Club Society	4	Cochrane	AB	T4C 1A9
✕ Coronation Curling Association 1	4	Coronation	AB	T0C 1C0
Cremona Curling Club	2	Cremona	AB	T0M 0N0
Drayton Valley Curling Club	6	Drayton Valley	AB	T7A 1R3
Edson curling club	8	Edson	AB	T7E 1T8
Foothills Curling Club	2	Bowden	AB	T0M 0K0
Forestburg Curling Club	3	Forestburg	AB	T0B 1N0
✕ Fort MacLeod Curling Club	4	Fort MacLeod	AB	T0L 0Z0
Girouxville Sports Club	3	Girouxville	AB	T0H 1S0
Grande Cache C.C.	4	Grande Cache	AB	T0B 0Y0
Grande Prairie C.C.	8	Grande Prairie	AB	T8V 3A4
Hardisty Curling Club	3	Hardisty	AB	T0B 1V0
Hay Lakes Curling Club	3	Hay Lakes	AB	T0B 1W0
Heather Curling Club	5	Vegreville	AB	T9C 1L1
✕ High Prairie Curling Club	4	High Prairie	AB	T0G 1E0
Huntington Hills Community Association	8	Calgary	AB	T2K 0S2
Huxley curling club	3	Huxley	AB	T0M 0Z0
✕ Innisfail Curling Club	4	Innisfail	AB	T4G 1S7
Lakeside Curling Club	3	Seba Beach	AB	T0E 2B0
Lamont Curling Club	5	Lamont	AB	T0B 2R0
✕ Legal Curling Club	4	Legal	AB	T0G 1L0
Lethbridge Curling Club	10	Lethbridge	AB	T1J 4N9
Lomond Curling Club	2	Lomond	AB	T0L 1G0
Milo Curling Club	2	Milo	AB	T0L 1L0
Nobleford Curling Club	2	Nobleford	AB	T0L 1S0
North Hill Community Curling Club	6	Calgary	AB	T2M 2V7
✕ Oilfields Curling Club	4	Black Diamond	AB	T0L 0H0
Okotoks Curling Club	6	Okotoks	AB	T1S 1L3
Olds Curling Club	6	Olds	AB	T4H 1G9
Onoway Curling Club	3	Onoway	AB	T0E 1V0
Plamondon Curling Club	3	Plamondon	AB	T0A 2C0
Ponoka Curling Club	6	Ponoka	AB	T4J 1R5
✕ Provost Curling Club	4	Provost	AB	T0B 3S0
Red Deer Curling Club	8	Red Deer	AB	T4N 6Z3
✕ Redwater Curling Association	4	Redwater	AB	T0A 2W0
Rose City Curling Club	9	Camrose	AB	T4V 3L5
Springbank Park For All Seasons	6	Calgary	AB	T3Z 2L9
Standard Curling Club	2	Standard	AB	T0J 3G0
Stettler Curling Club	6	Stettler	AB	T0C 2L0
✕ Strathcona Curling Club	4	Sherwood Park	AB	T8C 1B5
Vermilion Curling Club	5	Vermilion	AB	T9X 2B7
✕ Vulcan Curling Club	4	Vulcan	AB	T0L 2B0
Waskatenau Curling Club	2	Waskatenau	AB	T0A 3P0
Wembley Curling Club	3	Wembley	AB	T0H 3S0

## Survey Highlights

- Of the 491 responses, 350 (71%) were from facilities with 2, 3 or 4 sheets of ice. The remainder were from clubs with 5 sheets of ice or more. The percentage of responses from 2, 3 or 4 sheet clubs versus the actual number of affiliated buildings of that size is 43% (350/806) and the percentage of responses from buildings with 5 sheets or more is 52% (141/272).
- Facilities in small centres continue to dominate the Canadian landscape. 295 clubs who responded to the survey represented communities with populations of less than 10,000. A further 85 responses were received from clubs in communities with populations between 10,000 and 50,000. Finally, 88 responses came from clubs in urban centres with populations in excess of 50,000.
- Previous surveys concluded that “the physical plant of curling clubs has aged considerably over the period of Curling Canada’s three surveys” (June 1998). The 2003 survey shows a different trend with 60% of clubs describing their refrigeration equipment as in “Good Shape” and less than 15% identifying the need to replace any of the critical components in the refrigeration system. In other areas of the building, the responses were similar with the single exception of “Walls and Roof” which 25% of clubs identified as needing replacing.
- 47% of clubs (222) had their curling stones re-conditioned, re-sharpened, inserted or replaced since 1999 and 94% of the 222 were pleased with the results.
- Only 39% of clubs pay property taxes (174 responses) and the majority, or 122 of the 174, pay \$10,000 or less per year. 61% of the respondents (277) either do not pay taxes or are not responsible for the payment.
- The comparison of electricity bills from December 2002 to December 2003 showed a small increase upwards in the price.
- 80% of curling clubs have heated ice sheds or arena.
- 297 clubs (60%) reported their buildings were entirely smoke-free while only 4% or 20 clubs reported buildings without smoking restrictions.
- Results from the number of members and renters question will be analysed in a separate document. The numbers will be compared against clubs of the same number of sheets and then by community size.
- The prices for curling memberships in Canada are literally all over the map. Unlimited playing fees range from less than \$100 to upwards of \$500. Mixed curling fees range from \$50 to \$250. One night a week curling – where applicable – also ranges from \$50 to upwards of \$250. Day time curlers pay anywhere from \$50 to \$250, although 30 clubs charge more than \$250. Student or Intermediate rates are \$150 or less. 50% of juniors pay less than \$50 and 30% pay from \$50 to \$100. Youth curling is either free or under \$50.
- Since the year 2000, 41% of clubs reported increases in overall membership with an average overall increase of 43 members. 34% reported no change in their numbers and only 25% reported decreases which averaged 29 members overall.
- Since the year 2000, 20% of clubs reported increases in overall renters with an average overall increase of 48 renters. 72% reported no change in numbers and only 8% reported decreases which averaged 36 renters overall.
- 51% of respondents do not collect and/or store membership information on an electronic database system.
- 55% do not have formal committees for membership recruitment or retention.
- Club recruiting efforts were generally positive when using advertising, open houses, member-get-a-member or other promotion campaigns; however, the number of non-respondents to this question (anywhere from 40 – 75%) is alarming. Generally, we can assume the majority of curling clubs do not have formal recruiting campaigns.
- 82% of clubs operate junior curling programs with an average club membership of 34.50 curlers.
- 53% of clubs operate youth curling programs with the average club membership of 29.75 curlers.
- Only 33% of clubs have enough trained coaches to deliver club based programs and/or clinics.
- 391 of 462 clubs answered they had a computer at the club or relied on a member’s computer to do the club’s business. The computer is used mainly for storing membership information or for the financial accounting of the club.
- 82% of clubs operate with some paid staff, though, of the 376 responses, 89% reported the ice maker as the paid staff. Only 43% (161/376) have paid managers; 58% (220/376) have paid cleaning staff and 50% (190/376) have paid bartenders.
- 62% of clubs have capital reserve funds established for the replacement of critical equipment.
- Curling clubs continue to communicate with their membership in the traditional newsletter format (82%) while only 16% communicate by e-mail.
- Only 28% of clubs accept credit cards and 26% accept debit card transactions. Finally only 5% accept online payment for fees or other programs and services.
- 65% of respondents do not have business or strategic plans in place.
- 58% survey their membership on a regular basis but only 21% do exit surveys of non-returning members.



# EXPLORING SOCIAL SUPPORT, SPORT PARTICIPATION, AND RURAL WOMEN'S HEALTH USING PHOTOVOICE



A NATIONAL CURLING STUDY IN ONTARIO, MANITOBA,  
NOVA SCOTIA, AND THE NORTHWEST TERRITORIES



## Report prepared by:

Dr. Beverly D. Leipert, Western University

Dr. Lynn Scruby, University of Manitoba

Dr. Donna Meagher-Stewart, Dalhousie University

Robyn Plunkett, Western University

Dr. Heather Mair, University of Waterloo

Meghan Muldoon, University of Waterloo

Dr. Kevin Wamsley, Western University

SEPTEMBER, 2013

The data presented in this booklet are part of a photovoice project conducted in Ontario, Manitoba, Nova Scotia, and the Northwest Territories undertaken between 2009 and 2013. The project explored the influence of curling on rural women's health and community life. The information in this booklet represents data collected in seven rural communities by Dr. Beverly D. Leipert (Western University), Dr. Lynn Scruby (University of Manitoba), Dr. Donna Meagher-Stewart (Dalhousie University) and Dr. Heather Mair (University of Waterloo). Funding for this project was provided by the Social Sciences and Humanities Research Council (SSHRC) Sport Canada Research Initiative Grant.

Our sincere thanks and appreciation are extended to the rural women and girls in Ontario, Manitoba, Nova Scotia, and the Northwest Territories who enthusiastically participated in this project and allowed us to capture a glimpse into their curling and rural lives. Thank you also to the research assistants who assisted so enthusiastically with this project: Melanie Moore (Dalhousie University), Robyn Plunkett (Western University), Hazel Rona (University of Manitoba), and Meghan Muldoon (University of Waterloo).

For further information, contact:

**Dr. Beverly D. Leipert, PhD, RN**

Professor  
Arthur Labatt Family School of Nursing  
Western University  
London, Ontario, N6A 5C1  
Phone: (519) 661-2111 ext. 86599  
Email: bleipert@uwo.ca



## INTRODUCTION

The purpose of this study was to:

1. examine the influence of curling and curling clubs on the social lives and health of rural women,
2. understand how curling activities and meanings differ for women across various rural communities in Canada, and
3. determine how sport and recreation are experienced and understood within the broader contexts of gender and community change in rural areas.

Using the photovoice research method, 52 women and girls, ranging in age from 12 to 75 years with an average age range of 50-60 years, in seven rural communities in Ontario, Manitoba, Nova Scotia, and the Northwest Territories were provided with disposable cameras and asked to take pictures that illustrated the effect of curling on their physical, mental, social or other forms of health and the health of their communities. Each participant was also invited to record her perspectives in a log book that was provided to her. Collectively study participants provided 955 photos. These photos and logbook comments formed the basis of group discussions and interviews with the participants.

These rich data sources of photos and written and verbal information revealed four key themes about the significance of curling and rural women's health: 1) *Building Social Connections*, 2) *Facilitating Women's Health and Resiliency*, 3) *Strengthening Rural Community Life*, and 4) *The Past, Present, and Future of Curling*. Important topics and issues were highlighted in each theme.

In Theme One, participants noted that curling facilitates social connections with women and men of all ages, abilities, backgrounds, and curling experience, thereby fostering a sense of family, inclusion, and community.

Theme Two reveals the importance of curling for women's and girls' physical, mental, and social health, and that curling can help impart pride, self-esteem, and self-confidence.

Theme Three highlighted the importance of individuals' and communities' commitment to curling through substantial volunteering, and that curling 'gave back' to communities in its ability to develop and sustain a sense of community.

Theme Four revealed that the history of curling and curling rinks is highly prized in rural communities, and that youth are the future of curling. In addition, more resources, such as good coaches and school curling opportunities, Little Rocks programs, and more recognition in local, national, and international settings for curling and for girls' and women's curling are needed. Participants also noted that the future of curling in rural communities requires substantial financial support, sponsorship, and community commitment to ensure its sustainability and, in smaller communities, its very existence.

As this is the first study to explore curling and rural health issues, findings provide important new data that can help to strengthen rural recreation and rural health and well-being.

## **THEME ONE**

### **BUILDING SOCIAL CONNECTIONS**

For the participants in this study, building social connections was probably the most important aspect of curling. Factors such as winter weather, distance, challenging road conditions, and limited recreational resources often combined to make rural curling rinks key local hubs for connecting and interacting. Study participants spoke fondly of curling team members as their “curling family” and everyone appreciated being accepted at the rink, whether as an active curler or as a spectator. Participants noted that curling facilitates social connections with women, men, and children of all ages, abilities, backgrounds, and curling experience, thereby fostering a sense of family, inclusion, and community. Curling also helps add to the appeal of a community as an important part of the mix of social activities on offer for long-time residents and newcomers alike. The social importance of curling and the curling rink to rural communities was clearly revealed when participants in two provinces explained how quickly and beautifully their communities rebuilt rinks that had recently burnt down.



## **THEME TWO**

### **FACILITATING WOMEN'S HEALTH AND RESILIENCY**

Participants noted the importance of curling for women's and girls' physical, mental, and social health. In addition to engaging in warm up exercises before curling, participants were also inspired by curling to engage in additional physical activities, such as walking and golfing. For women with young children, curling was a highly valued opportunity to socially interact with adult women. Getting together to curl was especially valued as a way to maintain mental health and to stay positive during the long, dark, winter months. This was particularly true for participants in Northern Canada, as they spoke of needing to keep active in order to stave off seasonal depression. In addition, by its competitive and social nature, curling helped to impart pride, self-esteem, and self-confidence, as teams gained skills and won games and bonspiels. As a result of the health benefits of curling, participants often experienced enhanced resiliency, the ability to encounter and deal with rural challenges, such as travel, weather, and economic and population downsizing that many rural communities are experiencing. However, some participants also described stress and even frustration due to the great commitment required and some struggled with the sense of obligation that was needed to keep the club alive.

### **THEME THREE**

#### **STRENGTHENING RURAL COMMUNITY LIFE**

The curling clubs were viewed as more than a place to curl; they provided a much needed social and sport outlet in rural communities, particularly for women. The clubs also represented a special gathering place, a hub of rural camaraderie and identity for all ages and abilities. The women in the study strengthened their rural communities with the substantial volunteering they contributed on behalf of curling and the curling rink on a day-to-day basis as well as for special events such as bonspiels. They realized that in many rural communities, curling was sustainable only because of their substantial, sometimes almost overwhelming, volunteer contributions. Nevertheless, their belief in the significance of curling for building and sustaining quality rural community life sustained their efforts.

## **THEME FOUR**

### **THE PAST, PRESENT, AND FUTURE OF CURLING**

Participants in all four regions spoke fondly and loyally about the history of their clubs. It was obvious that the history of curling and curling rinks in these rural communities was highly valued. Curling and the curling rink seemed to represent community connection, community support, and community worth. The sustainment of rural curling rinks seemed to indicate and reflect belief in the sustainability of the rural community itself. Study participants frequently noted that youth are the future of curling, yet more resources, such as good coaches and school curling opportunities, Little Rocks programs, and more media and other recognition in local, national, and international settings for curling in general, and for girls' and women's curling in particular, were strongly recommended. In the north, participants described a need for resources to help players (especially youth and junior curlers) to travel the very long distances to gain experience and build their skills. In addition, participants noted that the future of curling in rural communities requires substantial financial support, sponsorship, and commitment, within and outside of the rural community, to ensure its sustainability and, in smaller communities, its existence.



## CONCLUSION

This research project revealed key themes regarding curling, rural women's health, and rural community life. Social connections, physical, mental, and social health, resiliency, rural community life, and the past, present, and future of curling emerged as particularly important themes. It is evident from this research that curling sustains not only rural individuals, but rural communities as well. However, substantial, almost overwhelming, efforts on the part of community members are needed in order to sustain the viability of curling in small rural communities. This has led to issues of stress and a deep sense of obligation that may have an impact on a curler's desire to remain a member of the club. In addition, the study revealed that the curling experiences and contributions of girls and women require more recognition and support if the sport and its benefits to individuals and communities are to be appropriately sustained and advanced.

Participation in this photovoice research project provided an important opportunity for rural girls and women to identify and discuss rural recreation, gender, and rural community issues. Study participants enthusiastically enjoyed taking and sharing their photos and perspectives. Given the diverse locations, needs, and resources of rural girls and women throughout Canada, and the limited research that focuses on rural well-being and recreation, additional research is needed to more clearly



understand the significance of recreation on the lives and well-being of rural individuals and communities.

Participants in this study clearly identified aspects of curling that require enhanced support, including improved financial support from municipal governments as well as from external sources, such as Sport Canada and provincial and federal health and recreation ministries, agencies and departments; greater local, national, and international media recognition of the contributions and achievements of rural girls and women in curling; and enriched coaching and curling opportunities for rural children and youth in school programs. Taking these recommendations seriously would help to sustain these essential places and to build and expand the future of an important Canadian sport.

# Krystal Engineers and Consultants Ltd

4839 19<sup>th</sup> Ave. N.W.  
Calgary, Alberta  
T3B 0S6

1115 ~ 17A St South  
Lethbridge, Ab  
T1K 1Z7

Telephone: (403) 241-3853  
Cellular Telephone: (403) 330-5738  
(403) 308-7027

E-mail: [HLChristensen@krystalconsultants.com](mailto:HLChristensen@krystalconsultants.com)  
[JWHellofs@krystalconsultants.com](mailto:JWHellofs@krystalconsultants.com)

---

January 12, 2010

The Town of Pincher Creek  
P. O. Box 159  
Pincher Creek, AB  
T0K 1W0

Attention: Diane Burt-Stuckey, Director of Community Services

## **Re: Pincher Creek Curling Rink Assessment Report**

### **Executive Summary**

Krystal Engineers and Consultants Ltd., together with RKH Architecture Ltd, Stebnicki + Partners and Sterling Engineering Inc were retained by the Town of Pincher Creek to undertake an assessment of the existing Curling Rink facility in the Town of Pincher Creek.

It was originally anticipated that the assignment would be awarded on October 22, 2009 and that the results of the assessment would be presented to a Committee of the Whole meeting of Town of Pincher Creek Council on December 1, 2009. Due of issues related to confirmation of funding for the assessment, award of the project was delayed to November 27, 2009. It was originally anticipated that a draft report would be reviewed with Town of Pincher Creek Administration on November 17, 2009. The delay in award of the assignment has delayed to the review until December 18, 2009. The final report was presented to Town of Pincher Creek Committee of the Whole in January 2010.

The assessment has been undertaken in two components:

- a. The curling area and associated ice plant.
- b. The "clubhouse" facility attached to the curling rink area.

#### **1. Curling Area**

The curling area consists of a post and beam structure with exterior concrete block walls, a framed wood structure roof with metal roofing and a sand floor. The curling club has recently completed remedial work on the centre columns. Some drainage issues surrounding the building and water management issues on the roof of the building should be addressed. The structure appears to be stable and should

perform adequately for the next 10 to 15 years providing that remedial work relative to ventilation systems is undertaken in the near future.

Lack of adequate ventilation, especially when the ice making operations are discontinued in the spring of the year, is contributing to mould issues on the underside of the roof structure. It is imperative that this situation be remediated at the earliest possible date.

The refrigeration system for ice making is old some components may be nearing the end of their useful life span and a requirement for replacement can be expected within the next five years.

The overall cost upgrading the curling area is anticipated to be in the order of \$75,000.00.

## **2. Clubhouse Facility**

Major issues have been identified relative to this component of the overall facility.

The existing clubhouse facility consists of a concrete block structure with a sloped truss roof. The existing roof was constructed over an original flat roof in the past, transferring all of the roof loads to the exterior east and west walls.

It has been identified that the exterior block walls of the clubhouse portion of the facility are structurally unsound. At the time of construction of the facility the blocks were not "core-filled" in key areas. It is observed that some concrete blocks in critical corners of the building have moved and are misaligned by up to 50 mm. It has been observed that significant cracking has occurred throughout the walls that indicating movement in the foundations. This condition makes the structure unsound.

The assessment has revealed that major deficiencies exist relative to current building code requirements relative to handicap accessibility, fire separations, fire exits, washrooms, ventilation systems and electrical systems.

In the case that a building permit is issued for the stabilization of the structure, it will be necessary that the facility be upgraded to meet all current building code requirements. It is anticipated that the total cost of stabilizing the structure and upgrading the clubhouse facility to current building code requirements will be in the order of \$750,000.00. This approaches the cost of demolishing the existing clubhouse facility and replacing it with a new building that meets all current codes.

It is recommended that the clubhouse portion of the facility immediately be protected from any potential damage from vehicles from the street and/or parking and that methods of stabilizing the block structure on an interim basis be further investigated.

# Krystal Engineers and Consultants Ltd

4839 19<sup>th</sup> Ave. N.W.  
Calgary, Alberta  
T3B 0S6

1115 – 17A St South  
Lethbridge, Ab  
T1K 1Z7

Telephone: (403) 241-3853  
Cellular Telephone: (403) 330-5738  
(403) 308-7027

E-mail: [HLChristensen@krystalconsultants.com](mailto:HLChristensen@krystalconsultants.com)  
[JWHellofs@krystalconsultants.com](mailto:JWHellofs@krystalconsultants.com)

---

December 1, 2011

Pincher Creek Curling Club

Attention: Grace MacMillan

**Re: Pincher Creek Curling Club, Interim Inspection, November, 2011**

As per your recent request we undertook an interim inspection of the Pincher Creek Curling Club facility during November, 2011.

We compared the structural condition of the clubhouse facility and the curling rink facility to the condition of the facilities to the condition that existed during our most recent interim inspection.


From the perspective of structural stability, it does not appear that any further degradation has taken place since our last inspection. **The structure of the clubhouse and the ice rink continues to be stable and is in no danger of imminent catastrophic collapse** unless there is some external influence such as being struck by large equipment or vehicles or other external influence such as a significant earthquake.

We note that no action has been taken relative to any of the other issues identified in the evaluation report.

We trust that the foregoing is the information that you require at this time. Should you require further information or wish to discuss this matter further, you may contact the writer at 403 330 5738 or by email at [HLChristensen@KrystalConsultants.com](mailto:HLChristensen@KrystalConsultants.com).

Yours truly,

KRYSTAL ENGINEERS AND CONSULTANTS LTD.



H. L. (Howie) Christensen, P. Eng.  
Principal, Senior Engineer

✓ cc: Laurie Wilgosh, CAO, Town of Pincher Creek



**Saturday, October 12, 2013**

**Our File #: 13-108**

Pincher Creek Curling Club  
C/O Avalanche Contracting  
1130 Mcleod Street  
Pincher Creek T0K 1W0

Via Email To: kendall@avalanchecontracting.com

**Attention: Kendall Toews**

Re: Pincher Creek Curling Club Structural Assessment  
Location: 845 Main Street, Pincher Creek, AB

Hasegawa Engineering was retained by Avalanche Contracting to perform as structural assessment of the Pincher Creek Curling Club arena and club house. On September 11, 2013, Sam Richards, P.Eng. and Ryan Olsen, CET were on site as representatives of Hasegawa Engineering. A tour of the facility was completed. The following observations were made:

1. There are two roofs on the clubhouse. The original relatively flat, monoslope roof that sloped from front to back and the newer gable, wood truss roof. (see Photograph 1 and Photograph 2)
2. The gable roof spans from the east wall to the west wall and bears on the parapet. The stamps on the lumber indicate the wood was processed in April 2002. It is assumed the gable roof was added shortly after this date. The wood trusses are connected to a 2x6 nailer plate with Simpson Strong Tie H-1 hurricane clips. The 2x6 nailer plate is fastened to the top of the pilaster with 3/8" anchor bolts at about 48" o.c spacing. The depth of the anchorage and type of anchor bolt is unknown. At the north end of the roof there was no parapet. This has been enclosed by framing in a bulkhead underneath the end gable. This bulkhead meets the roof of the rinks. The entire gable roof has been clad with light gauge steel panels. (See Photograph 2 to Photograph 4)
3. The monoslope roof was surrounded by a parapet approximately 16" tall. The parapet was constructed of concrete masonry units (CMU) and capped with concrete. The roof was flashed with tin sandwiched between the concrete cap and CMU walls and finished with a tar and gravel roof and cant plated transitions between the roof and parapet. The roof structure is tongue and groove shiplap lumber on 2x12 joists spanning north to south to a beam at the middle of the clubhouse. The joists bear inside the CMU and the CMU has been cut around the joists. (See Photograph 3 to Photograph 5)
4. The roof of the rink is lower than the roof of the clubhouse. The rink roof was recently refinished with light gauge steel roofing panels. The roof structure below consists of a layer of plywood, estimate to be 3/8" to 1/2" thick. The plywood is affixed to roof purlins spanning between the glulam roof girders. The glulam roof girders span from the east and west walls towards a ridge beam at the center of the rink. The ridge beam spans to multiple columns aligned in the north-south direction. It is my understanding that at the construction of the building to the west, that additional glulam girders were added to the structure to support additional drifting loads incurred from the close proximity of the buildings (See Photograph 6)
5. The walls of the clubhouse and the arena/rinks are constructed of 8" nominal CMU. There is significant evidence of under-design or poor craftsmanship showing in the CMU. There are numerous block displacements occurring in both the clubhouse and the rink. There are also numerous cracks that have formed in the walls of both structures. (See Photograph 7 to Photograph 16)
6. The south east corner of the roof has blocks that are shifting out of position. These blocks are at the elevation of the original flat roof joists. The fourth course of CMU below the parapet cap is made of half wide blocks. The top of these blocks is the bearing elevation for the roof joists. Without further investigation, it is believed that this course of CMU is a bond beam. (See Photograph 7 and Photograph 8)



7. The south wall of the clubhouse has numerous cracks tracing the mortar lines from the ceiling to the second floor and from the second floor to the main floor. The cracking appears to stop about below the second floor elevation. Without further investigation, it appears that there is a bond beam at this elevation (See Photograph 8 and Photograph 9)
8. The west wall also has numerous cracks and block displacements in both the clubhouse and rink walls. The cracking in the clubhouse walls follow similar patterns to the cracking in the south wall. (See Photograph 9 to Photograph 11)
9. At the common wall between the clubhouse and the rink, the mortar has either eroded from between the CMU or has been removed. The places where the mortar is missing, fiberglass insulation has been packed into the joints. (See Photograph 11)
10. Along the west and east walls of the rink, the CMU is displacing and cracking specifically at the locations of the roof girders. (See Photograph 10, Photograph 12 to Photograph 16)

Based on these observations, the following conclusions have been made regarding the building structure:

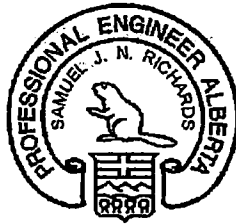
1. The addition of the gable roof structure over the clubhouse has changed the load behavior on the roof. As it is connected to the parapet, additional loads are being exerted on to the parapet to restrain the gable roof from lifting off. The type of loads this roof will add to the parapet will cause bending in the CMU structure and cyclical opening of the mortar joints at the original roof diaphragm. As the roof joists are integrally constructed into the wall and the CMU have been modified to fit around the joists, the CMU are releasing where there are weakest. This is evident at the top of the southeast corner.
2. The only evidence of reinforcement estimated from this assessment is that of the bond beams noted in the walls below the roof joists and the second floor joists. Empirical design methods used many years ago may have minimize the reinforcing requirements needed for this building. The amount of cracking in the wall implies that the resultant forces that the south wall is resisting are being exceeded causing the mortar to lose its bond to the adjacent CMU blocks. The primary west winds loading on the west wall will create a high shear load on the north wall, the common wall and the south wall of the complex. Adequate shear reinforcement in the wall would create tensile resistance and limit the cracking.
3. The wall cracking and CMU displacements on the rink may be a combination of a weak roof diaphragm and lack of a continuous top of wall structure. The top of a wall wind load is typically transferred to the roof girders through the top chord of the wall and into the roof diaphragm. The top chord of the wall should be designed to carry adequate tensile and compressive forces from the connections of the roof girders to the shear walls of the structure. And the roof diaphragm distributes these loads as shear loads to the shear walls of the structure. A weak diaphragm will require a strong wall chord. As the roof girders are embedded into the wall, the wall does not have a strong wall chord as the continuity of the wall is interrupted and the ability of the wall to transfer the tensile and compressive forces to the shear walls is compromised. The length of the east and west walls of the building are long enough that significant shear loads will be developed at the shear walls. This load is transferred through the thickness of the plywood roof and the connections of the plywood to the girders and purlins.
4. The erosion or loss of the mortar in the joints of the CMU is indicative of cyclical or vibratory movement in the building. Stiffening of the building through proper load paths and the inclusion of reinforcing materials such as rebar that provide the tensile strength that a masonry structure lacks will improve the longevity of the mortar.

Based on the observations and conclusions made the following recommendations are suggested for the immediate maintenance of the building:

1. Addition of reinforcement and grout into the CMU cells of the clubhouse walls.
2. Replacement of the cut CMU blocks at the second floor joist and roof joist elevations. The joists can be cut shorter and re-affixed to the wall with ledgers and anchor bolts. The new CMU course should be reinforced and grouted. The second floor joists, roof joists and walls will need to be shored up while the block replacement is undertaken

3. Repointing of the mortar of the west wall in the vicinity of the common wall of the arena and the clubhouse. Seal all cavities that expose the interior of the CMU cell. Mortar should be installed the full thickness of the CMU block.
4. Reinforcing of the top of the rink walls to establish a continuous tension and compression structure at the top of the walls. This may include the addition of pilasters to support the girders, additional foundation structure, shoring of the existing roof system and walls, replacement of multiple courses of block, addition of horizontal and vertical reinforcement and grout to the wall.

Please note that the recommendations are based on the visual assessment of the structure and the analysis that can be made based on the information attained during the site visit. The recommendations may need to be revised pending the deconstruction of various elements of the building. As such, an engineered design should be pursued prior to attempting to complete the above recommendations. If you have any questions regarding this letter, please contact Hasegawa Engineering.



SAMUEL J. N. RICHARDS, P.ENG, M.S.  
HASEGAWA ENGINEERING

2013-10-12

DATE

**PERMIT TO PRACTICE**

**HASEGAWA ENGINEERING**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERMIT NUMBER: P 8170**

The Association of Professional Engineers,  
Geologists and Geophysicists of Alberta





## TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0

PHONE: 403-627-3156 FAX: 403-627-4784

e-mail: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)

web page: [www.pinchercreek.ca](http://www.pinchercreek.ca)



Our File: 3.3.25

November 16, 2016

M.D. of Pincher Creek #9  
Box 279  
Pincher Creek, AB  
T0K 1W0  
[wkay@mdpinchercreek.ab.ca](mailto:wkay@mdpinchercreek.ab.ca)

**Re: Southwest Alberta Sustainable Community Initiative – Shell Socio-Economic Impact Analysis**

Dear Reeve Hammond and Council,

Please be advised that the Town of Pincher Creek passed the following resolution at their November 14, 2016 Regular meeting of Council;

*That Council for the Town of Pincher Creek agree to provide funding up to \$17,550 from the Municipal Income Stabilization Reserve 00-00-00-4075 towards Phase One of the Southwest Alberta Sustainable Community Initiative (SASCI) Socio-Economic Impact Analysis project and that Council approach the Municipal District of Pincher Creek to consider a 50% share of the \$17,550 funding request.*

This therefore is our request that you consider sharing the funding of this study which may provide lasting benefit towards the sustainability and economic viability of our collective Communities.

Trusting this information to be satisfactory however, should you have any questions or concerns, please contact our office.

Yours Truly,

A handwritten signature in cursive script, appearing to read "Laurie Wilgosh".

Laurie Wilgosh LGA, CAO  
Town of Pincher Creek

/lg



Southwest Alberta Sustainable Community Initiative Box 1297, Pincher Creek, AB T0K 1W0  
Tel 403-627-1750 Fax 403-627-1751 email [sasci@telus.net](mailto:sasci@telus.net)

October 27, 2016

Reeve and Council, MD of Pincher Creek #9  
Re: Socio-Economic Impact Analysis – Shell Waterton Complex

We are pleased to provide the attached description of our proposed project to proactively engage the community in a fact-based, inclusive, and constructive process of stewarding its own economic and social future.

The project will result in fact-based documentation (a publicly available report) of existing and potential economic and social conditions in the community before and after the forecast closure of the Waterton Complex. This information will serve as a foundation for facilitated stakeholder dialogue in the community regarding the findings of the analysis and options for action to mitigate potential adverse effects and move the community towards a more sustainable economic future. Through this project, we hope to spur community-driven action to increase the economic and social resilience of the community and to avoid and minimize the potentially serious negative economic and social consequences of this inevitable change in the industrial landscape of southwest Alberta.

We have partnered with Nichols Applied Management Inc., a highly qualified and experienced Alberta-based consultant, to undertake the required economic and social/community impact analysis. Shell has also committed to support the project both financially and in kind, and we have secured additional funding from the Alberta Real Estate Foundation. Information confirming these funding contributions and Nichols' proposed approach to the work is attached to this submission.

To commence the necessary socio-economic impact analysis and complete the first phase of the project (described in the attachments), SASCI needs to secure additional funding, specifically \$17,550. We respectfully request Council consider co-funding the project, recognizing both the inherent value of the project to the future of the community, and the potential for leveraging the Town's financial support to secure additional funding from other prospective funders.

If you have any questions or require additional information or clarification about the project, please contact us.

Sincerely,

Celesa Horvath  
Board Chair



## **Planning for a Sustainable Economic Future in Pincher Creek Project Proposal**

This document describes a proposed project to support proactive planning for a sustainable economic future for local and regional communities affected by Shell Canada Limited's (Shell) Waterton Complex in southwest Alberta. The project would be managed by the Southwest Alberta Sustainable Community Initiative (SASCI), based in Pincher Creek, Alberta.

### ***In a Nutshell***

*Our overarching strategic objective for the project is to proactively engage the community in a fact-based, inclusive, and constructive process of stewarding its own economic and social future.*

*Specifically, the project will result in fact-based documentation (a publicly available report, prepared by a highly qualified and experienced consultant) of existing and potential economic and social conditions in the community before and after the closure of the Waterton Complex. This information will serve as a foundation for facilitated stakeholder dialogue in the affected local and regional communities regarding the findings of the analysis and options for action to mitigate potential adverse effects and move the community towards a more sustainable economic future. The outcome of the dialogue will be a prioritized suite of action-oriented impact mitigation measures, economic diversification initiatives, and capacity-building programs to which specific stakeholders have committed time and resources to advance.*

*Through this project, we hope to spur community-driven action to increase the economic and social resilience of the community and to avoid and minimize the potentially serious negative economic and social consequences of this inevitable change in the industrial landscape of southwest Alberta.*

### **Rationale**

Recently, Shell advised the Town and MD of Pincher Creek about its current development plans for the Waterton field, and noted that, notwithstanding several new wells that are proposed to be drilled over the next three years, as natural gas reserves within the Waterton field are depleted in the coming decade, plant downsizing and closure are expected to occur within ten to 15 years from today. Even if the Waterton Complex were to be sold to another operator, the operating life of the facility is finite, constrained by imminent reserve depletion.

The Waterton Complex has been a major player in the economy of Pincher Creek and the surrounding region for over 50 years. Through direct, indirect, and induced employment, as well as the procurement of goods and services and payment of taxes, the development and ongoing operation of the Waterton Complex has generated and continues to generate significant economic value in local and regional communities. The income created by the Waterton Complex enables municipalities to provide infrastructure and other services, reduces the property tax burden for other ratepayers, and supports many families.

The loss of this important economic driver, whether through gradual downsizing or complete plant closure, is expected to result in major changes to the economy of Pincher Creek and the surrounding region. Those economic changes could also result in important social changes in the community, including, for example, reduced demand for health care, education, and other services, loss of social cohesion as individuals and families move away seeking alternative employment, reduced capacity of municipalities to deliver infrastructure and services as tax



revenues fall, greater pressure on social support services from individuals and families under increasing financial and social stress, and so on.

While the closure of the Waterton Complex may be inevitable, serious adverse economic and social/community impacts need not be. Proactive stakeholder engagement and dialogue, based on factual information and analysis, can enable the community to prepare itself and take action now and in the coming years ahead of planned closure to ensure a smooth transition to a sustainable economic future.

### **Purpose**

The purpose of the project is to establish a factual basis for understanding potential economic and social/community impacts that may occur with closure of the Waterton Complex, and to use that foundation to inform and facilitate dialogue with and action by the affected communities regarding transition to a sustainable economy.

### **Project Components**

The proposed project comprises two main phases. The first phase would comprise an analysis of the economic and social/community impacts that could be experienced in local and regional communities following the closure of the Waterton Complex. The second phase would comprise facilitated stakeholder dialogue to identify, assess, and select actions that can be taken for and by the community to mitigate the potential adverse effects identified through the first component and move the community towards a sustainable economic future. Each of these phases is explained more fully below.

### ***Economic and Social/Community Impact Analysis***

The project would commence with an analysis of the potential economic and social/community impacts of eventual closure of the Waterton Complex. Key tasks expected to be required for this component include:

- scoping of the study, including determining appropriate temporal and spatial boundaries and data requirements;
- engagement with Shell and other stakeholders (e.g., elected councils and administration of local municipalities, local suppliers and businesses) to compile data regarding current and forecast employment, procurement, and expenditures/revenue associated with the Waterton Complex;
- documentation of existing economic and social conditions in the communities of interest;
- documentation of existing economic and social impacts of the operation of the Waterton Complex;
- engagement with Shell and other stakeholders to develop appropriate scenarios describing the likely modes of closure of the Waterton Complex;
- calculation of potential economic impacts of the closure scenarios; and
- analysis of resulting social impacts on the affected communities.

The outcome of the first phase would be fact-based documentation (a publicly available report) of existing and potential economic and social conditions in the community before and after the closure of the Waterton Complex. This first phase would conclude with a presentation of the study results to the community and stakeholders.

The economic and social/community impact analysis will be carried out by a qualified and experienced consultant. SASCI has engaged with Nichols Applied Management Inc. (Nichols), a recognized and highly qualified Alberta-based firm with direct and relevant experience carrying



out this kind of study. Nichols has provided a proposed scope of work and budget for the analysis (attached).

Once funding for the first phase has been confirmed, the scope of work and approach will be finalized, commensurate with the available funds, and in consultation with project partners and funders. SASCI will manage the contract with Nichols.

### ***Facilitated Stakeholder Dialogue***

Once the results of the economic and social/community impact analysis are available, SASCI proposes to facilitate dialogue with stakeholders in the affected local and regional communities (see description of Project Partners and Participants below) regarding the findings of the analysis and options for action to mitigate potential adverse effects and move the community towards a more sustainable economic future. Key tasks expected to be required for this component include:

- obtaining input from the analytical consultant (in the preceding phase) regarding mitigation options, based on their experience in facility closure elsewhere;
- soliciting presentations from other community groups and individuals regarding economic diversification and capacity-building initiatives already underway or planned in the affected communities;
- brainstorming additional action-oriented impact mitigation options, economic diversification opportunities, and capacity-building needs through facilitated community dialogue;
- facilitated community dialogue regarding the feasibility and priority of identified options and initiatives; and
- facilitated dialogue and direct engagement with key stakeholders (including elected councils and municipal administration, Shell, the broader business community and economic development agents, other community service organizations and social service providers, and individual community leaders) to translate the outcomes of the preceding tasks into actionable commitments.

SASCI would plan, host, and facilitate all stakeholder and community engagement in this component, drawing on our extensive experience in this type of work. At this time, we anticipate this component would comprise a series of open community engagement forums, including presentations and dialogue, followed by more focused and direct engagement with key stakeholders and interested, motivated, and committed parties. We anticipate the latter task would involve Shell, and the elected councils and administration of both the Town and MD of Pincher Creek, at a minimum.

The outcome of this phase would be a prioritized suite of action-oriented impact mitigation measures, economic diversification initiatives, and capacity-building programs to which specific stakeholders have committed time and resources to advance.

SASCI itself will use the outcomes of this phase of the project to guide its own ongoing work, including identifying new capacity-building projects that could be undertaken by SASCI (potentially in partnership with others) to support other individuals and groups in the affected communities to take economic and social transition action, consistent with our overarching mandate.

### **Project Partners and Participants**

Shell Canada has agreed to support and participate in the project, by providing critical input data to the economic and social/community impact analysis, sharing potential closure scenarios, and providing a significant portion of the required funding (\$20,000). The Alberta Real Estate



Foundation (AREF) has also committed a significant portion of the required funding for the first phase of the project (\$20,000).

In addition to Shell and the Alberta Real Estate Foundation, SASCI intends to approach other prospective funders. In particular, the Community Foundation of Lethbridge and Southwestern Alberta (particularly the Henry S. Varley Fund for Rural Life) has expressed interest in supporting the project, on the condition the Town and Municipal District of Pincher Creek support the project financially.

Throughout the project, SASCI will also engage with elected councils and municipal administration, the broader business community and economic development agents, other community service organizations and social service providers, and individual community leaders, as well as the general public. We will leverage our extensive network and strong relationships with local and regional stakeholders to encourage broad and sustained participation.

### **Our Management Capacity**

SASCI's Manager, David Green, will manage the project under the supervision of SASCI's Board of Directors. SASCI has successfully planned and executed numerous public information sessions, forums, workshops, studies, and other community programs throughout its 13 years of operation. SASCI's Board routinely reviews progress of every SASCI program and initiative. Many Board members commit extra time to participate in committee work and to deliver SASCI services, such as facilitation and moderation. SASCI's staff and directors have considerable breadth and depth of experience in project management, including planning, budgeting, scheduling, subcontracting, accounting, reporting, and evaluation. Additional information about SASCI staff and directors will be provided upon request.

Estimated Budget	
<b>Phase 1: Economic and Social/Community Impact Analysis</b>	
Impact Analysis	
Consultant (Nichols Applied Management Inc.)*	\$52,500
SASCI (project management, scoping)	\$1,400
Community/Stakeholder Presentation	
Consultant (Nichols Applied Management Inc.)**	\$2,300
SASCI (coordination, facilitation)	\$350
Expenses (advertising, venue, catering)	\$1,000
<b>Subtotal Phase 1</b>	<b>\$57,550</b>
<b>Phase 2: Facilitated Stakeholder Dialogue</b>	
Identification of Options and Opportunities	
Consultant (Nichols Applied Management Inc.)	\$5,000
SASCI (project management, facilitation)	\$3,450
Expenses (advertising, venue, catering)	\$1,000
Evaluation and Selection of Preferred Actions	
SASCI (project management, facilitation, reporting)	\$7,000
Expenses (advertising, venue, catering)	\$1,000
<b>Subtotal Phase 2</b>	<b>\$17,450</b>
<b>Total Estimated Budget</b>	<b>\$75,000</b>
<b>Estimated Revenue</b>	
Shell Canada ( <i>confirmed</i> )	\$20,000
Alberta Real Estate Foundation ( <i>assumed</i> )	\$20,000
Lethbridge Community Foundation ( <i>application process initiated</i> )	TBD
Town of Pincher Creek	TBD
MD of Pincher Creek	TBD
Neighbouring Municipalities	TBD
Other	TBD
<b>Total Estimated Revenue</b>	
<p>* Nichols Applied Management Inc. was selected to undertake the analysis in Phase 1 based on the quality of their response to SASCI's Request for Proposals, including their comprehension of the project objectives, their proposed scope of work and approach, and experience and qualifications. A copy of their detailed proposal is attached for information.</p>	



**Appendix A: Proposal by Nichols Applied Management Inc.**

To: Celesa Horvath (Southwest Alberta Sustainable Communities Initiative)  
From: David Schaaf, Pearce Shewchuk  
Date: October 5, 2015

---

**RE: Socio-Economic Impact of Shell Waterton-Complex**

It was a pleasure to speak with you a couple of weeks ago regarding the scope of work for a proposed socio-economic impact assessment of the Shell Waterton Complex south of Pincher Creek. As promised, this memo captures the most salient aspects of that discussion and provides a high-level scope and budget to carry out this work.

## **Our Understanding**

Shell's Waterton Complex, a sour gas plant located approximately 30 km southwest of Pincher Creek, has been an important contributor to local communities for over half-a-century. Through the continued operation of the Complex, Shell has created local employment and business opportunities, contributed municipal taxes, and supported local community initiatives.

Based on a recent presentation by Shell to Pincher Creek's Town Council, Shell's current plans are to continue operating the plant over the longer-term (approx. 15 years). However, a decline in production in five to 10 years, followed by closure in the late 2020's or early 2030's, is possible. The decision to reduce production and close the facility is subject to change, should economic conditions warrant.

The Southwest Alberta Sustainable Communities Initiative (SASCI), a not-for-profit multi-stakeholder community-driven group, is interested in the socio-economic implications of the eventual Complex closure. As such, SASCI has approached Nichols Applied Management Inc. to provide a high-level scope of work and budget to carry out a socio-economic impact assessment of Shell's Waterton Complex. The purpose of this assessment would be to inform all interested parties with respect to the:

- social and economic linkages between the facility and local communities;
- socio-economic impacts of the ongoing operation of the facility;
- socio-economic impact of facility closure.

This information can be used to frame future discussions between Shell, community members, and other stakeholders.

## **Nichols Applied Management Qualifications**

Nichols Applied Management Inc. (Nichols) is an Edmonton-based economic and management consulting firm with over 40 years' experience supporting economic, municipal and community development initiatives, including energy development. Recognized as a leading management consulting firm in Alberta, Nichols is active across the province, in other regions of Canada and has delivered projects in the U.S. and overseas on behalf of the World Bank and the Canadian International Development Agency (CIDA).

Nichols is the leading socio-economic assessment firm for large-scale industrial development in Alberta. A good portion of our socio-economic practice has been focused on assessing and providing support to managing oil sands development in the Athabasca Oil Sands Area. However, our economic and socio-economic experience extends to other parts of the province and other jurisdictions. The firm has assessed the socio-economic impacts of numerous mine, SAGD, upgrading, processing, hydro-electric, wind generation and road-building projects across the province and beyond. We have also supported closure planning for several large-scale mines in Alberta, Manitoba, and Ontario.

Currently, we are engaged in preparing a socio-economic assessment in relation to Riversdale Resources' Grassy Mountain Coal Project in southwestern Alberta, near the Crowsnest Pass.

## **Proposed Approach**

Nichols proposes to execute the study in four phases. Conceptually, the study approach consists of:

- scoping the breadth of the socio-economic assessment, including identifying key stakeholders and the mechanisms through which impacts are experienced;
- creating a socio-economic profile of the facility and its linkages to local communities;
- characterizing the socio-economic impact of ongoing operations at the facility; and
- estimating the socio-economic impact of reduced operations or complete closure of the facility.

We also propose an optional fifth phase of work: identifying possible mitigation strategies and opportunities for growth in communities affected by reduced operations or complete closure.

### **Phase I: Conceptual Design of Impact Assessment**

The most important aspect of this design phase is not developing the socio-economic impact methodologies. Those, we have by-and-large in place. The key element here is to work with representatives of Shell, local communities, and the Southwest Alberta Sustainable

Communities Initiative, to identify a number of issues that will define the ultimate product. Examples of questions to be addressed include:

- How far do we extend the economic impacts? It seems obvious that the analysis will extend to job creation and income effects on local and regional suppliers. Property tax impacts are also an obvious subject to be addressed. Subject to discussion, the economic impact could include:
  - corporate provincial and federal taxes;
  - personal income taxes of individual employees;
  - municipal fiscal analysis (to determine the reliance of the host municipality on the Waterton Complex); and
  - indirect and induced impacts.
- How far do we extend the social impacts? It would seem obvious that we want to place the Waterton Complex within the context of the local communities, if only to provide a background for a discussion of Shell's involvement with them through ongoing stakeholder consultations, community investments, and engagement with other industrial players in areas such as emergency response. But, there are a few questions that may require some discussion, including:
  - the definition of the study area (e.g., Town of Pincher Creek and M.D. of Pincher Creek); and
  - the treatment of transportation, noise, and other environmental impacts.

The answers to these questions will determine some of the data requirements for the proposed analyses. More generally, the Phase I work will determine in detail what data are required, their sources (e.g., Shell, Statistics Canada, local municipalities, etc.); and their method and timelines of collection.

## **Phase II: Creation of a Socio-Economic Profile**

The study team will develop a comprehensive socio-economic profile of the Waterton Complex in order to provide insight into the current state of operations. This profile will include statistics and information regarding facilities and equipment, number and origin of workers, expenditures, revenues, and relationships with local communities. Data will be collected from Shell, local suppliers, and government agencies.

Phase II work will include:

- discussions with and collection of relevant data from Shell, such as:
  - number of employees and the communities in which they live;

- breakdown of operating costs, including municipal property tax;
  - breakdown of sustaining capital costs;
  - major suppliers information (e.g., number of suppliers by general geography and business volume);
  - community investment and ongoing stakeholder consultation processes;
  - employee support programs; and
  - other.
- discussion with local suppliers in order to determine:
    - the degree to which local firms are engaged by Shell; and
    - the degree to which local firms depend on Shell for continued business.
  - collection of relevant data from public sources, such as:
    - population statistics (Statistics Canada, Alberta Municipal Affairs);
    - municipal financial information (Alberta Municipal Affairs);
    - general community indicators (Town of Pincher Creek and M.D. of Pincher Creek);

### **Phase III: Estimation of Socio-Economic Impacts of Current Operations**

Information from the profile will be used to identify and catalogue the socio-economic impacts of Shell's Waterton Complex. The impact assessment will consist of two distinct sections:

- **an economic impact assessment.** In a standard economic impact analysis, the Alberta Finance Input-Output model (IO model) is used to trace ripple effects of direct spending throughout an economy as expenditures in one industry are circulated through the economy and thus affect income and employment of other industries and households in general (indirect and induced effects).

For this analysis, the study team proposes to customize the provincial level results from the standard Alberta Finance I-O model to identify the direct, indirect, and induced impact at a local level using information presented in the socio-economic profile. The direct, indirect, and induced impacts of the Waterton Complex will be described in terms of contributions to local employment, labour income, and government revenue. The results will be presented within the broader context of other economic activity in the region.

- **a social impact assessment.** The study team proposes to conduct an assessment of the relationship between the Waterton Complex and the social aspects of affected communities. The current population effect on local communities will be estimated using employment data gathered in Phase II work. Effects on infrastructure and service levels in the region, arising directly from plant operations and indirectly via population effects, will also be estimated. This assessment will consider effects on housing; health, education and social services; emergency and police services; municipal, recreation, transportation and other infrastructure; and others, as required.

#### **Phase IV: Estimation of Socio-Economic Impacts of Reduced Operations**

Using the results of the analysis carried out in phase III, along with information with respect to the nature and magnitude of the relationships between the facility and local communities, the study team can characterize the socio-economic impact of reduced operations and/or complete facility closure. The impact of reduced operations and/or closure will stem from both:

- The foregone benefits of operations, and
- The activities related to physically closing, abandoning, and reclaiming or repurposing the complex site.

The impacts will be characterized using measurement indicators similar to those used in phase III and will also depend on the likely prevailing economic climate and levels of development at the time of closure.

This phase of work will require discussions with Shell and SASCI to determine potential closure scenarios

#### **Phase V: Mitigation Strategies and Future Opportunities (*Optional*)**

Given our (Nichols) past engagement in support of support closure planning for several large-industrial developments we could provide additional analysis to support closure activities associated with the Shell Waterton Complex, if requested. Using the characterization of the socio-economic impact of reduced operations and/or total closure developed in Phase IV, the study team could develop a series of possible mitigation strategies that could be implemented to ease the transition of the local economy from pre to post-complex operations. Additionally, potential economic opportunities for affected communities and stakeholders could be identified which may also serve to lessen the impacts of facility closure or reduced operations. We anticipate there would be a certain level of community engagement (e.g. focus groups) associated with this work.

## Keys to Success

Successful completion of this Project will require a number of inputs from various parties including Shell, local communities, local suppliers and service providers. The engagement and participation of all actors will be important to optimizing Project results. Given that Shell will be responsible for many of the critical inputs (e.g. employment, procurement) their participation, especially in Phases I and II, is critical.

## Timeline and Budget

In our proposed phased approach to the work, the final scope of work will not be determined until the end of the Phase I work. That said, our experience with socio-economic impact statements suggests the following budget indication:

- Phase I: \$2,500 in fees and expenses (excluding GST):
  - assumes face-to-face meeting in either Calgary or Pincher Creek.
- Phase II: \$20,000 for fees and expenses (excluding GST):
  - assumes timely delivery of data by Shell in a format that can be readily used by the study team.
- Phase III: \$15,000 for fees and expenses (excluding GST):
  - assumes that the Phase I work will lead to a relatively broad scope of work.
- Phase IV: \$15,000 for fees and expenses (excluding GST):
  - assumes that a limited number of closure scenarios are considered.
- Phase V: To be determined in consultation with client.

As said, the budget is related to the scope of work, which in our approach is not finalized until the end of Phase I. This initial budget estimate, however, assumes a relatively broad scope of work. Please note, the budget for each phase is predicated on the completion of the preceding phases.

As for timeline, we can begin carrying out work as early as May. Assuming timely delivery of data, we anticipate being able to complete the work on Phases I to IV within 3-5 months, with Phase V work to follow, if requested.



## Proposed Approach

Nichols proposes to execute the study in four phases. Conceptually, the study approach consists of:

- scoping the breadth of the socio-economic assessment, including identifying key stakeholders and the mechanisms through which impacts are experienced;
- creating a socio-economic profile of the facility and its linkages to local communities;
- characterizing the socio-economic impact of ongoing operations at the facility; and
- estimating the socio-economic impact of reduced operations or complete closure of the facility.

We also propose an optional fifth phase of work: identifying possible mitigation strategies and opportunities for growth in communities affected by reduced operations or complete closure.



Shell Canada Products  
400 - 4th Avenue S.W.  
P.O. Box 100, Station M  
Calgary, Alberta T2P 2H5  
Tel (403) 691-3111  
Internet [www.shell.ca](http://www.shell.ca)

Southwest Alberta Sustainable Community Initiative  
Box 1297  
Pincher Creek, AB  
T0K 1W0  
Main: (403) 627-1750  
Fax: (403) 627-9427  
[chorvath@sasci.ca](mailto:chorvath@sasci.ca)

May 12, 2016

Dear Ms. Horvath,

This letter is to confirm Shell Canada is providing funding support to Nichols Applied Management Inc. to develop a Socio-Economic Impact Assessment study for our Waterton Complex, led by the Southern Alberta Sustainable Communities Initiative (SASCI), in the total amount of \$20,000.00. This funding is being provided on the following terms and conditions:

- This funding is provided to supplement other funding garnered by SASCI.
- It is understood that the study findings/recommendations are non-binding.
- Shell support and participation in the SEIA will better enable the community to get the information needed to understand and mitigate the impacts of Shell's Waterton exit.
- Upon completion of the draft report, Shell has the opportunity to review the level of disclosure/presentation format of information within the document prior to sharing the document publicly.

Shell's current plans are to continue operating the plant over the longer-term (approx. 15 years). However, a decline in production in five to ten years, followed by closure in the late 2020's or early 2030's, is possible. The decision to reduce production and close the facility is subject to change, should economic conditions warrant.

As they are interested in the socio-economic implications of the eventual Complex closure, SASCI has approached Nichols Applied Management Inc. to provide a high-level scope of work and budget to carry out the socio-economic impact assessment of Shell's Waterton Complex. This is attached to this letter, and the funding provided will be used to fulfill this scope of work. Shell will also be providing input for the analysis. The purpose of this assessment would be to inform interested parties with respect to the:

- Social and economic linkages between the facility and local communities;
- Socio-economic impacts of the ongoing operation of the facility;
- Socio-economic impact of facility closure

This information can be used to frame future discussions between Shell, community members and other stakeholders.

Regards,



Patty Richards  
External Relations Manager  
Foothills Performance Unit  
Shell Canada Ltd.  
(403) 691-2011  
[P.Richards@shell.com](mailto:P.Richards@shell.com)

Agreed to this \_\_\_\_ day of \_\_\_\_ 2016

Southwest Alberta Sustainable Community Initiative

---

Name: Celesa Horvath  
Position: Chair

## **AGREEMENT FOR FUNDING**

THIS AGREEMENT is made this 17 June 2016

BETWEEN:

ALBERTA REAL ESTATE FOUNDATION  
(the "Foundation")

-and-

SOUTHWEST ALBERTA SUSTAINABLE COMMUNITY INITIATIVE (SASCI)  
(the "Grantee")

IN CONSIDERATION of the obligations and agreements contained in this Agreement, the parties agree as follows:

### **A. PROJECT IMPLEMENTATION**

#### **Grant Amount**

1. The Foundation grants to the Grantee up to Twenty Thousand dollars - \$20,000 (the "Grant") pursuant to the terms of this Agreement. The Foundation is providing the Grant Money to the Grantee so that the Grantee can fulfill the project submission described in Schedule "1" to this Agreement (the "Project").
2. The Foundation may advance the Grant to the Grantee in installments in its sole discretion after being advised of the Grantee's preferences.
3. Prior to any advance the Foundation may request from the Grantee reasonable terms, such as progress reports.

#### **Obligations of the Grantee**

4. The Grantee shall:
  - a) Use the Grant only for the purposes of the Project and in accordance with this Agreement.
  - b) Use its best efforts to ensure that the Project proceeds in the same fashion as was presented to the Foundation during the Grantee's application for the Grant. The Grantee acknowledges that the Foundation approved the Grant based upon the information provided during the application.
  - c) Be solely responsible for expenses of the Project;
  - d) Prepare financial records that satisfy the Foundation that the Grant was spent on the Project. The details of Project expenditures must be accounted for in a manner consistent



with the Project application budget or in another presentation format that the Foundation approves in writing.

- e) Keep project financial records on its premises so that it can be made available for inspection by the Foundation. The Grantee shall keep the financial records for 24 months after having received the final advance of the Grant.
- f) On the Foundation's written request, provide the Foundation with a copy of the Grantee's Annual Audited Financial Statements (including any Auditor's Report or Accountant's comments).
- g) Submit written periodic progress reports to the Foundation during the Project and a final written report when the Project is completed. If the Grantee fails to submit these reports in a timely fashion, it may affect the release of the Grant.
- h) On the written request of the Foundation, provide the Foundation with any other information about the Project as the Foundation, in its sole discretion, might require.
- i) Recognize the Foundation for funding the Project by acknowledging the Foundation's support in any press releases, public or industry events, or any publications that describe the Project (*see attached guidelines*).
- j) Fully compensate and reimburse the Foundation from any third party claims, demands, or actions for which the Grantee is found to be legally responsible, including those arising out of negligence, wilful harm, or crimes by the Grantee or the Grantee's staff or agents. In particular if the Foundation is sued because of the conduct of Grantee, its staff or agents then the Grantee will compensate and reimburse the Foundation including its legal fees on a full indemnity basis.

#### **Obligations of the Grantee Following Termination of the Agreement**

5. On termination of this Agreement for any reason whatsoever, the Grantee must:

- a) immediately return any unexpended portion of the Grant to the Foundation;
- b) cease to use the Foundation's name or logo or both; and
- c) refrain from holding itself out as a Grantee of the Foundation.

#### **Rights of the Foundation**

- 6. **Access by the Foundation to the Grantee's Premises.** During the term of this Agreement and upon reasonable notice, the Foundation, or its representatives, shall be permitted free access to the Grantee's premises to inspect the operations of the Grantee in order to satisfy the Foundation that the Grantee is conducting the Project in a manner satisfactory to the Foundation.



7. **Discontinuance or Limiting of Funding by the Foundation.** The Foundation has the sole discretion to stop or limit further advances of the Grant for any reason.
8. **Termination of the Agreement.** The Foundation has the sole discretion to terminate this Agreement for any reason.
9. **No Damages on Termination of the Agreement.** Should the Foundation decide to terminate this Agreement or stop further advances for any reason whatsoever, the Foundation is not liable to the Grantee for any damages or obligations the Grantee has assumed for the Project or otherwise.

**B. PUBLIC ACCESS TO PROJECT RESULTS**

10. The Grantee will not use the result(s) of the Project in any way, shape, or form (the "Results") for the commercial gain or personal benefit of any proprietor, member, or shareholder of the Grantee. If any revenues are generated from the Project, the Grantee must utilize such revenues in accordance with Grantee's non-profit organization status.
11. The Grantee will make the Results available to the public.
12. The Grantee will provide to the Foundation a digital copy of the Project final report and other publications produced with the Grant. The final report will be in a form that the Foundation can use to promote the Project and its outcomes.
13. The Grantee shall retain all rights in the images, videos, and other visual elements of the Project, including the right to sell or distribute them to other parties (ie. intellectual property rights). Despite this and as part of the grant reporting process, the Grantee agrees to share with the Foundation images, videos, and/or other visual elements which capture the Project's progress or achievement of results. The Foundation is free to use such images, videos, and other visual elements on its website, Facebook pages, posters, marketing materials, presentations, or other electronic forms to educate the public and community at large about the program.
14. The Grantee shall obtain releases of any images featuring minors, interviews with persons or any party that can be readily identified (individual or corporate). In the event the Grantee provides the Foundation with images, videos, or other such visual material for which written consent is required, the Grantee shall provide a copy of the release. Candid photography at events does not generally require a release, but when in doubt, it is recommended that one is obtained.

**C. MISCELLANEOUS**

**Term and Continuation of the Agreement**

15. This Agreement remains in force until the Project is completed or extended, or when an additional grant is awarded respecting the Project. The Project is deemed to be complete

when the Grantee provides a final written report to the Foundation in accordance with section 4(g) of this Agreement and the Foundation accepts in writing such final written report.

**Governing Law**

16. This Agreement is made and shall be interpreted in accordance with the laws of the Province of Alberta shall be the proper forum.

**Time of the Essence**

17. Time shall be of the essence of this Agreement.

**Survival**

18. The terms of sections 5, 6, and 10-14 shall survive the termination of this Agreement.

**Notice**

19. Any notices, consents, approvals, statements, authorizations, documents, or other communications (collectively "notices") which must/may be given pursuant to this Agreement shall be in writing and delivered personally or via registered mail to the parties at their respective addresses as follows:

**To the Foundation at:**

301, 1240 Kensington Rd. NW  
Calgary, Alberta, T2N 3P7  
Canada  
Tel: (403) 228-4786  
Email: cdepaoli@aref.ab.ca

**To the Grantee at:**

Box 1297  
Pincher Creek, AB T0K 1W0  
Canada  
Tel: (403) 627-1750  
Email: clh@ventus.ca

20. At any time, either party may designate in writing another address(es) at which they can be given a notice.
21. If the notice is delivered personally, the notice shall be deemed to have been given on the date of delivery if delivered on a business day, and if not, then the first business day following the date of delivery.
22. If the notice is delivered via registered mail, the notice shall be deemed to have been given on the seventh calendar day after the day on which the notice was mailed. However, if mail service is interrupted because of a strike or other irregularity before notice is deemed to have been given, then such notice shall not be effective unless personally delivered.

**Non-Waiver**

23. If a party breaches an obligation pursuant to this Agreement, the other party may choose to ignore the breach and continue with this Agreement. If a party chooses to waive a breach, this shall not be construed as that party waiving subsequent breaches by the breaching party.

Additionally, if a party chooses to waive a breach, that party does not waive its right to, in the future, pursue any rights or remedies to which it may be legally entitled by reason of the breach.

**Unenforceability of Provisions**

24. It is agreed that should any clause, condition or term, or any part thereof, contained in this Agreement be unenforceable for whatever reason, then such clause, condition, term or part thereof, shall be amended and is hereby amended, so as to be in compliance with the said legislation or law but, if such clause, condition or term, or part thereof cannot be amended so as to be in compliance with any such legislation or law then such clause, condition, term or part thereof is severable from this Agreement and all the rest of the clauses, terms and conditions or parts thereof contained in this Agreement shall remain unimpaired.

**No Partnership Created**

25. Nothing in this Agreement shall be deemed or interpreted to place the parties into a partnership or joint venture agreement.

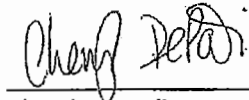
**Enurement**

26. This Agreement is binding on the parties of the Agreement and their respective executors, administrators, successors and assigns.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties as of the day and year first above written.

**ALBERTA REAL ESTATE FOUNDATION**

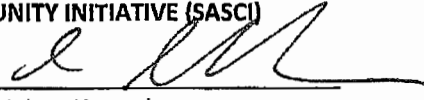
Per:



Cheryl De Paoli  
Executive Director

**SOUTHWEST ALBERTA SUSTAINABLE  
COMMUNITY INITIATIVE (SASCI)**

Per:



Celesa Horvath  
Board Chair

NOVEMBER 17, 2016

---

TO: Wendy Kay, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: Beaver Mines Wastewater Options

---

**1. Origin:**

At their August 23, 2016 meeting, Council passed Resolution 16/341 which reads:

THAT the report from the Director of Operations, dated August 8, 2016 regarding the Beaver Mines Regional Water and Sanitary Service Funding Options be received;

AND THAT an additional study be initiated to determine the feasibility of options of a wastewater lagoon or mechanical treatment plant using Beaver Mines Creek as the receiving water body be initiated with funding of \$20,000 from Mill Rate Stabilization Reserve (6-12-0-735-6735)

AND FURTHER THAT the cost for a contract for the detailed design of the Water Distribution and Wastewater Collection Systems portion of the project be determined, and be brought forward to Council for consideration.

**2. Background:**

Administration initiated a contract with MPE Engineering to look at the options and met personally with the land owners that would be the most effected by a system adjacent to the Hamlet. Both residents indicated that the required land for a treatment lagoon or mechanical plant was not available.

Given that information, MPE Engineering continued to look at options for Beaver Mines wastewater. The viable options presented in the report include a force main and treatment lagoon at the municipality's property in the SW 19-6-1-W5M and a force main to the Village of Cowley's wastewater lagoon.

**3. Recommendation:**

THAT the report from the Director of Operations, dated November 17, 2016 regarding the Beaver Mines Wastewater Options be received;

AND THAT Council provide Administration with their preferred wastewater option so that the information can be provided to the province to conclude the municipality's wastewater grant application.

Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer *W. Kay* Date: *November 18, 2016*





**Engineering Ltd.**



*'Draft' Report for:*

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

## **BEAVER MINES WASTEWATER OPTIONS STUDY**

Date: November 17, 2016

Project #: 1770-011-00

---

*Proud of Our Past... Building the Future*

*[www.mpe.ca](http://www.mpe.ca)*

Suite 300, 714 – 5 Avenue South  
Lethbridge, AB T1J 0V1  
Phone: 403-329-3442  
1-866-329-3442  
Fax: 403-329-9354



MD of Pincher Creek, No. 9  
PO Box 279  
753 Kettles Street  
Pincher Creek, AB  
T0K 1W0

November 17, 2016  
File: 1770\011\00\R01

**Attention: Mr. Leo Reedyk**  
**Director of Operations**

Dear Mr. Reedyk:

**Re: Beaver Mines Water and Sanitary Service Study**  
**Draft Report**

We are pleased to submit the above noted study. We thank you for the opportunity to be of service and to have prepared this report on your behalf. We look forward to assisting you in implementing your plans for the future.

If you have any inquiries regarding our report or if clarification is required, please contact the undersigned.

Yours truly,

**MPE ENGINEERING LTD.**

Zac Kostek, P.Eng.  
Project Engineer

ZK/mw  
Enclosure



### CORPORATE AUTHORIZATION

This report has been prepared by MPE Engineering Ltd. under authorization of the Municipal District of Pincher Creek. The material in this report represents the best judgment of MPE Engineering Ltd. given the available information. Any use that a third party makes of this report, or reliance on or decisions made based upon it is the responsibilities of the third party. MPE Engineering Ltd. accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based upon this report.

Should any questions arise regarding content of this report, please contact the undersigned.

**MPE ENGINEERING LTD.**

Zac Kostek, P.Eng.  
Project Engineer

\_\_\_\_\_  
Professional Seal

\_\_\_\_\_  
Corporate Permit



## EXECUTIVE SUMMARY

The Municipal District of Pincher Creek retained MPE Engineering Ltd. to update the 2014 *Beaver Mines Water and Sanitary Service Study*, with the focus on the wastewater treatment alternatives. This study will provide the following:

- Confirm the viability of the three wastewater options presented in the 2014 *Beaver Mines Water and Sanitary Service Study*.
- Propose alternative options should the existing options not be viable, such as locating the lagoon at the MD owned Mill Creek site (SE 19).
- It was determined that the following alternatives for wastewater treatment at Beaver Mines be investigated:
  - **Alternative 1 – Conventional Wastewater Lagoons at Mill Creek Site**
  - **Alternative 2 – Regional Sanitary Forcemain to Cowley**
- Update the cost estimates presented in the 2014 Water and Sanitary Service Study for wastewater options listed above.

### Order of Magnitude Cost

The following table presents estimates for the order of magnitude costs of the proposed systems:

Capital Cost Comparison		
Alternative	Description	Capital Cost (\$)
1	Wastewater Lagoons at Mill Creek Site	\$3,740,000
2	Regional Sanitary Forcemain	\$4,600,000

### General Conclusions

The major findings from this study include:

- The previous option of the Mechanical wastewater treatment plant was determined not to be viable due to high capital cost and high level of operator requirements.
- The previous option of a conventional wastewater lagoon located at Beaver Mines was determined not to be a viable option due to the land not being available to purchase.





- Alternative 1, a conventional wastewater lagoon system located at Mill Creek would be a viable option since land is not available near Beaver Mines, and would offer the lowest capital cost.
- Alternative 2, a regional sanitary forcemain to the Cowley Wastewater Lagoons, presents the highest capital cost, and some landowners have expressed concern over a wastewater pipeline crossing their land.

### **Recommendations**

The following is recommended for the Municipal District of Pincher Creek:

- Implement Alternative 1, a conventional wastewater lagoon system located at Mill Creek.
- In the event that discussions with stakeholders conclude that this is not an appropriate option, implement Alternative 2, a regional sanitary forcemain.
- Forward copies of this study to Alberta Transportation along with Council Resolutions supporting the recommendations put forth in this document.



## TABLE OF CONTENTS

<b>CORPORATE AUTHORIZATION</b> .....	<b>iii</b>
<b>EXECUTIVE SUMMARY</b> .....	<b>iv</b>
<b>1.0 INTRODUCTION</b> .....	<b>1</b>
1.1 Project Overview .....	1
1.2 Project Location.....	1
1.3 Scope of Work .....	1
<b>2.0 DESIGN FLOWS</b> .....	<b>2</b>
2.1 Wastewater Production .....	2
<b>3.0 REGULATORY REQUIREMENTS</b> .....	<b>3</b>
3.1 Municipal Wastewater Systems Design Standards and Guidelines .....	3
3.1.1 General.....	3
3.1.2 Wastewater Lagoons .....	3
3.1.3 Wastewater Pump Stations .....	4
<b>4.0 PROPOSED WASTEWATER SYSTEM</b> .....	<b>6</b>
4.1 Wastewater Treatment Alternatives.....	6
4.1.1 Alternative 1 – Conventional Wastewater Lagoons at Mill Creek .....	6
4.1.2 Alternative 2 – Regional Sanitary Forcemain to Cowley.....	8
<b>5.0 COST ESTIMATES</b> .....	<b>10</b>
5.1 Order of Magnitude Cost.....	10
<b>6.0 DISCUSSION</b> .....	<b>11</b>
6.1 Wastewater Treatment Alternatives.....	11
6.1.1 Alternative 1 - Conventional Wastewater Lagoons at Mill Creek.....	11
6.1.2 Alternative 2 – Regional Sanitary forcemain to Cowley .....	11
<b>7.0 CONCLUSIONS</b> .....	<b>13</b>
<b>8.0 RECOMMENDATIONS</b> .....	<b>14</b>
<b>9.0 REFERENCES</b> .....	<b>15</b>

## LIST OF FIGURES

Figure 4.1 – Proposed Wastewater Lagoon at Mill Creek

Figure 4.2 – Proposed Regional Sanitary Forcemain to Cowley

## LIST OF TABLES

Table 2.1 – Hamlet of Beaver Mines Projected Wastewater Flows

Table 5.1 – Order of Magnitude Capital Cost Comparison

## APPENDICES

Appendix A – Capital Cost Estimates



## 1.0 INTRODUCTION

### 1.1 Project Overview

The Municipal District of Pincher Creek (MD) retained MPE Engineering Ltd. to update the 2014 *Beaver Mines Water and Sanitary Service Study*, with the focus on the wastewater treatment alternatives. The study will undertake preliminary design and cost estimation for wastewater treatment options in Beaver Mines.

### 1.2 Project Location

Beaver Mines is situated in the Municipal District of Pincher Creek, No. 9, approximately 120 km west of Lethbridge, Alberta, and 20 km west of the Town of Pincher Creek. The legal land description for Beaver Mines is Section 10, Township 6, Range 2, and West of the Fifth Meridian.

### 1.3 Scope of Work

The scope of this study includes the following:

- Confirm the viability of the three wastewater options presented in the 2014 *Beaver Mines Water and Sanitary Service Study*.
- Propose alternative options should the existing options not be viable, such as locating the lagoon at the MD owned Mill Creek site (SE 19).
- It was determined that the following alternatives for wastewater treatment at Beaver Mines be investigated:
  - **Alternative 1 – Conventional Wastewater Lagoons at Mill Creek Site**
  - **Alternative 2 – Regional Sanitary Forcemain to Cowley**
- Update the cost estimates presented in the 2014 *Water and Sanitary Service Study* for wastewater options listed above.





## 2.0 DESIGN FLOWS

### 2.1 Wastewater Production

Current and projected wastewater flows were previously determined in the 2014 *Beaver Mines Water and Sanitary Service Study*. The average day and peak wet weather flow were estimated at 63 and 344 m<sup>3</sup>/d respectively. These estimations are intended to assist in the preparation of budgets and are considered to be conservative. Table 2.1 below from the previous report outlines the wastewater generation projections for the Hamlet of Beaver Mines.

Table 2.1: Hamlet of Beaver Mines Projected Wastewater Flows								
Source	Units	Unit Flow Contribution (L/d)	Average Day Flow (m <sup>3</sup> /d)	<sup>a</sup> Peaking Factor	Peak Dry Weather Flow (m <sup>3</sup> /d)	Inflow / Infiltration Contribution (lpcd)	Inflow / Infiltration Flow (m <sup>3</sup> /d)	Peak Wet Weather Flow (m <sup>3</sup> /d)
Projected Population (2034)	126	500	63	4.2	266	500	63	344
Inns and Cabins (No. of Beds)	13	90	1	6.5	8			
Service Station (No. of Pumps)	2	560	1	6.5	7			

a. Based on AEP Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems (April 2012) pp. 4-3, 4-4

It should be noted that Beaver Mines has the potential for possible additional growth based on tourism. This has not been included for in the above projections due to the fact that Alberta Transportation does not fund development for tourism.

### 3.0 REGULATORY REQUIREMENTS

#### 3.1 Municipal Wastewater Systems Design Standards and Guidelines

##### 3.1.1 General

Alberta Environment and Parks (AEP) among others has established standards and guidelines for the design of wastewater treatment systems, lift stations, and wastewater collection systems under the *Environmental Protection and Enhancement Act*. Furthermore, wastewater treatment systems should also be designed with consideration of the federal Wastewater Systems Effluent Regulations (WSER) under the *Fisheries Act* which came into force in 2015. The federal WSER apply to systems which are designed to collect an average daily volume of 100 m<sup>3</sup> or more of influent. Since the projected average daily flow volume for Beaver Mines is 63 m<sup>3</sup>, the WSER do not apply.

##### 3.1.2 Wastewater Lagoons

The Alberta *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems* (March 2013) outlines acceptable methods for design and operation of conventional wastewater lagoons. For systems with a design average day flow of less than 250 m<sup>3</sup>/d, treatment may be accomplished with a combination of a facultative cell and a storage cell. Facultative cells are to have a maximum depth of 1.5 m and must provide at least a 60-day retention time based on average day flow while storage cells must provide at least a 12-month retention period at a maximum depth of 3 m. Meteorological conditions such as rainfall and evaporation are to be considered while defining the design volume.

Disposal of effluent from wastewater lagoons is regulated under the AEP *Code of Practice for Wastewater Systems Using a Wastewater Lagoon* (September 2003) and the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems* (March 2013). Effluent from lagoons may be discharged to a receiving water body between April 1<sup>st</sup> and November 30<sup>th</sup> over a period of no longer than three consecutive weeks unless otherwise permitted by the Director. The seasonal discharges to a receiving watercourse from wastewater lagoons are exempt from receiving water assessments.





### 3.1.2.1 Lagoon Siting

Setback distances from wastewater lagoons are required to buffer the effect of potential odours and also provide a margin of public safety. Setbacks also serve to protect the physical integrity of nearby buildings and roads.

Consideration should also be given to the direction of prevailing winds and future municipal expansion. AEP specifies that wastewater lagoons cannot be located within:

- 30 m of the facility property line
- 30 m of the designated right-of-way of a rural road or railway
- 100 m of the designated right-of-way of a primary or secondary highway
- 300 m of a building site for school, hospital, food establishment, or residential use

### 3.1.3 Wastewater Pump Stations

Pump stations provide the energy required to convey wastewater from low to high elevations via a pressurized forcemain. AEP requires the following provisions for wastewater pumping stations:

- Wastewater pump station structures as well as electrical and mechanical equipment should be protected from physical damage in the event of a 100-year flood.
- Wastewater pump stations should remain fully operational and accessible in the event of a 25-year flood.
- Multiple pump units shall be included with provision for the peak wastewater design flows to be handled by the remaining pumps in the event of any pump being out of service.
- Safety ventilation is required in all wet wells, and in below ground dry wells.
- Heating should be provided as required for operating ease and to prevent potential freezing problems due to condensation.

The design and construction of all components of the wastewater pumping station are required to meet the safety provisions of applicable occupational health and safety legislation and regulations.



Additional Guidelines are provided in *Wastewater Systems Guidelines for Design, Operating, and Monitoring (March 2013)* for wet well/dry well pump stations that address structures, pumps, valves, wet wells, and flow measurement.

## 4.0 PROPOSED WASTEWATER SYSTEM

### 4.1 Wastewater Treatment Alternatives

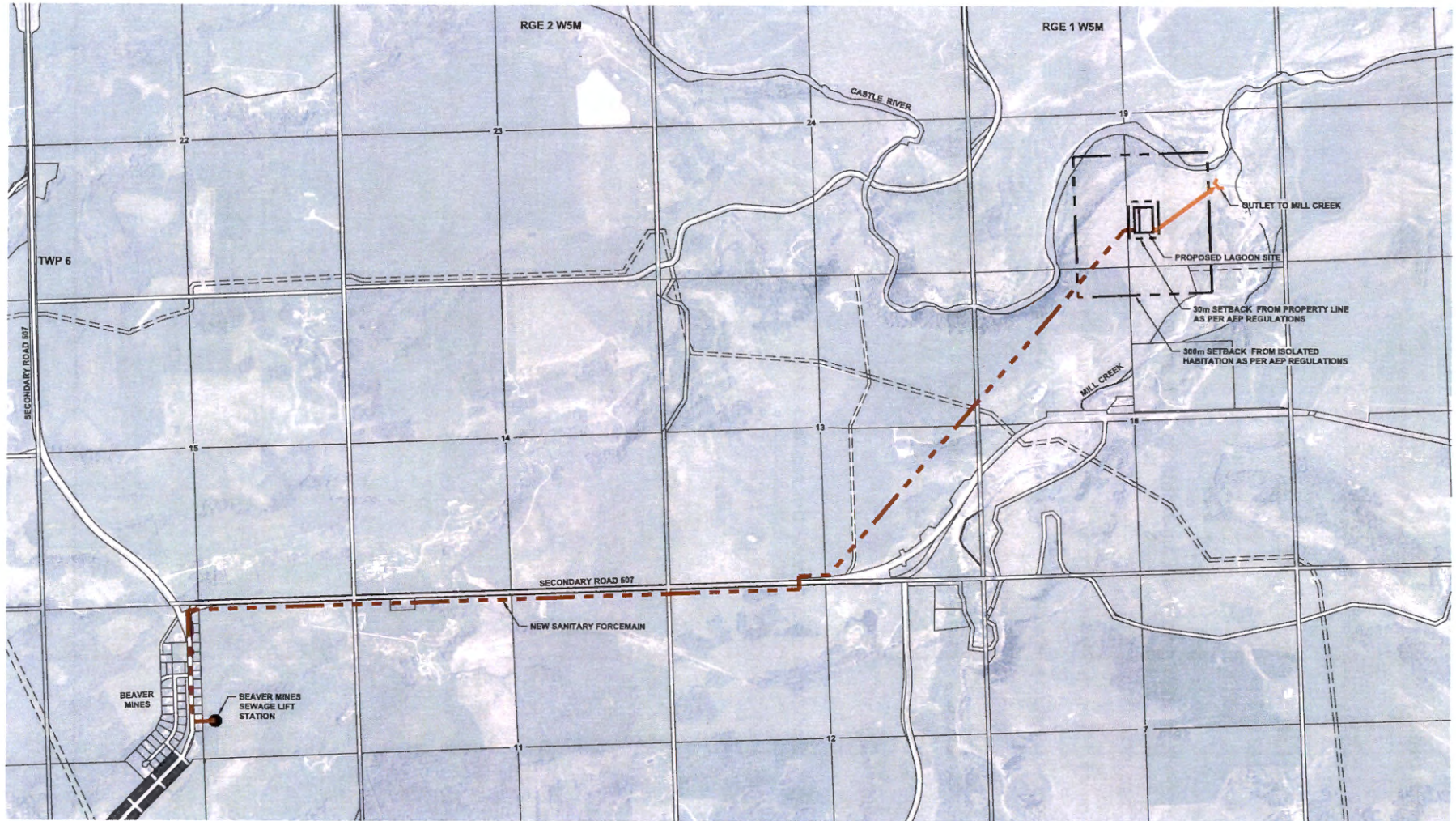
#### 4.1.1 Alternative 1 – Conventional Wastewater Lagoons at Mill Creek

The proposed intermittently discharging wastewater lagoon system would be located on the MD owned Mill Creek site (SE 19) and consist of the following:

- Wastewater lift station and building complete with submersible pumps, electrical, HVAC, controls, and instrumentation
- Installation of 100 mm PVC forcemain between Beaver Mines and the Mill Creek site
- A facultative cell with approximately 4,500 m<sup>3</sup> holding capacity
- A storage cell with approximately 27,000 m<sup>3</sup> holding capacity
- Influent meter vault
- Inlet, intercell, and outlet structures
- Effluent meter vault and outfall structure at Mill Creek

Figure 4.1 illustrates the conceptual design and potential location of a conventional wastewater lagoon system located at the Mill Creek site.





**LEGEND**

- - - - - SANITARY FORCEMAIN - PROPOSED
- SANITARY OUTFALL - PROPOSED



M.D. OF PINCHER CREEK

BEAVER MINES WASTEWATER OPTIONS STUDY  
ALTERNATIVE 1  
PROPOSED WASTEWATER LAGOON AT MILL CREEK

SCALE: 1:20 000

DATE: NOVEMBER 2016

JOB: 1770-011-00

FIGURE: 4.1



#### 4.1.2 Alternative 2 – Regional Sanitary Forcemain to Cowley

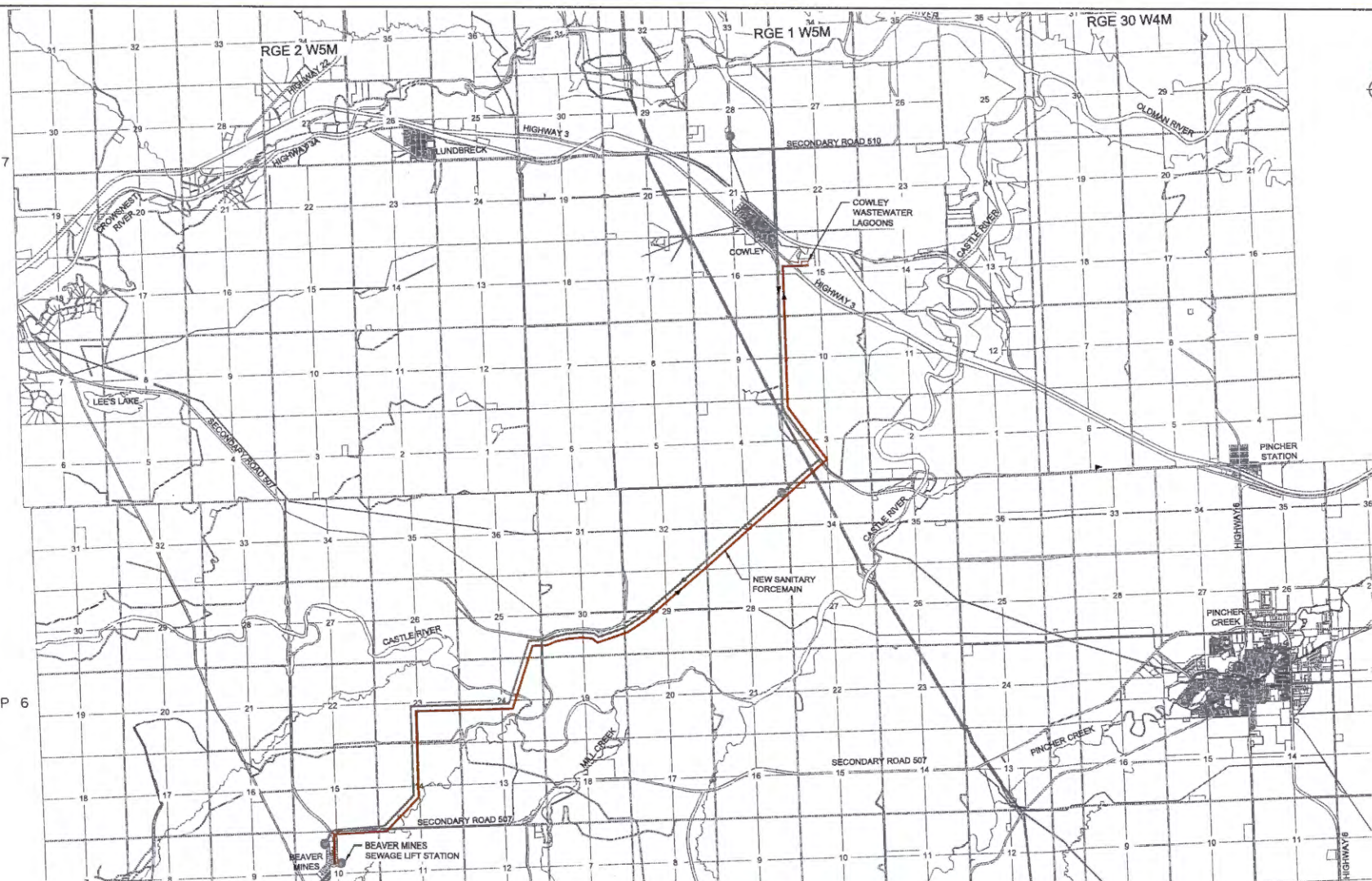
The proposed regional sanitary forcemain between Beaver Mines and Cowley would consist of the following:

- Wastewater lift station and building complete with submersible pumps, electrical, HVAC, controls, and instrumentation
- Installation of 100 mm PVC forcemain between Beaver Mines and the Cowley Wastewater Lagoons complete with manholes, air relief and isolation valves
- Tie-ins to Cowley wastewater collection system
- Shoreline rip rap and perimeter fencing to Cowley Lagoon as this is a requirement presented to the MD as a condition of use from the Village of Cowley
- Odour Control System

Figure 4.2 provides a conceptual alignment of the regional sanitary forcemain between Beaver Mines and the Cowley Wastewater Lagoons as well as a potential location for the sewage lift station.

TWP 7

TWP 6



LEGEND

SANITARY FORCE MAIN - PROPOSED



M.D. OF PINCHER CREEK

BEAVER MINES WASTEWATER OPTIONS STUDY  
ALTERNATIVE 2  
PROPOSED REGIONAL SANITARY  
FORCE MAIN TO COWLEY

SCALE: 1:75 000

DATE: NOVEMBER 2016

JOB: 1770-011-00

FIGURE: 4.2

## 5.0 COST ESTIMATES

### 5.1 Order of Magnitude Cost

Cost estimates have been prepared for the proposed wastewater options. Table 5.1 presents a summary of capital costs.

Table 5.1: Capital Cost Comparison		
Alternative	Description	Capital Cost (\$)
1	Wastewater Lagoons at Mill Creek Site	\$3,740,000
2	Regional Sanitary Forcemain	\$4,600,000

The cost estimates provided in Table 5.1 are an opinion of probable cost and a function of many factors that can change with time and hence must not be relied upon as the actual cost. Capital cost estimates are based on supplier quotes and previous tenders of similar projects constructed in southern Alberta. Refer to Appendix A for details of the capital cost estimates.



## 6.0 DISCUSSION

### 6.1 Wastewater Treatment Alternatives

Two alternatives have been investigated for the handling of wastewater generated at Beaver Mines. All of these options may be designed to satisfy AEP and the federal WSER standards where applicable.

#### 6.1.1 Alternative 1 - Conventional Wastewater Lagoons at Mill Creek

This option would have the lagoon located near the confluence of Mill Creek on the SE19 parcel of land already owned by the MD. Effluent would be discharged to this body once per year over a relatively short duration. This option would involve the construction of a new lift station and forcemain to convey wastewater to the Mill Creek lagoon site. The lift station could be constructed at a location near the collecting manhole in the sanitary service. The submersible pumps implemented to deliver wastewater to Mill Creek would be relatively small given the elevation difference between the two sites. This system would also require a structure complete with HVAC and electrical service to house equipment and additional components such as controls, instrumentation, and a back-up power generator.

#### 6.1.2 Alternative 2 – Regional Sanitary forcemain to Cowley

Given the fact that the installation of a potable water transmission line will be required between Cowley and Beaver Mines, a wastewater forcemain could potentially be installed along the same alignment for a lower cost than a forcemain alone. This option would involve the construction of a new lift station and a long forcemain that would convey wastewater to the Cowley Wastewater Lagoon System.

The regional lift station would be constructed at a location near the collecting manhole in the sanitary service. The submersible pumps implemented to deliver wastewater to Cowley would be relatively small given the elevation difference between the two communities. This system would also require a structure complete with HVAC and electrical service to house equipment and additional components such as controls, instrumentation, and a back-up power generator. Construction costs would be reduced by installing the segment within the Hamlet parallel to the potable water distribution and wastewater collection systems. By installing the forcemain within the same alignment as the potable





line segment between Beaver Mines and the tee on the repurposed raw water line, the regional forcemain may not require the purchase of any permanent easements of its own. However, temporary construction easements would likely be required to install the segment of forcemain parallel to the existing pipeline between the tee and the Cowley Wastewater Lagoons. In preliminary land discussions, some landowners have shown a reluctance to wastewater forcemains. Further, the installation of the forcemain will entail significant costs for road, highway, and utility crossings as well as for directional drilling below the Castle River. Due to the long length of the forcemain from Beaver Mines to Cowley there is a potential for odours to generate in the forcemain. A chemical injection odour control system located at the lift station would likely be required.

## 7.0 CONCLUSIONS

The major findings from this study include:

- The previous option of the Mechanical wastewater treatment plant was determined not to be viable due to high capital cost and high level of operator requirements.
- The previous option of a conventional wastewater lagoon located at Beaver Mines was determined not to be a viable option due to the land not being available to purchase.
- Alternative 1, a conventional wastewater lagoon system located at Mill Creek would be a viable option since land is not available near Beaver Mines, and would offer the lowest capital cost.
- Alternative 2, a regional sanitary forcemain to the Cowley Wastewater Lagoons, presents the highest capital cost, and some landowners have expressed concern over a wastewater pipeline crossing their land.

## 8.0 RECOMMENDATIONS

The following is recommended for the Municipal District of Pincher Creek:

- Implement Alternative 1, a conventional wastewater lagoon system located at Mill Creek.
- In the event that discussions with stakeholders conclude that this is not an appropriate option, implement Alternative 2, a regional sanitary forcemain.
- Forward copies of this study to Alberta Transportation along with Council Resolutions supporting the recommendations put forth in this document.

## 9.0 REFERENCES

Alberta Environment and Parks, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", Drinking Water Branch, Environmental Policy Branch, Environmental Assurance Division, Edmonton, Alberta, March 2013.

Alberta Environment and Parks, "Code of Practice for Wastewater Systems Using a Wastewater Lagoon", Environmental Protection and Enhancement Act, Wastewater and Storm Drainage Regulation, Edmonton, Alberta, September 2003.

Government of Canada, "Canada Gazette Part II: Vol. 146, No. 15", The Fisheries Act, Wastewater Systems Effluent Regulations, Ottawa, Ontario, July 2012.



## **Appendix A – Capital Cost Estimates**



Project: Beaver Mines Wastewater Options Study  
 1770-011-00  
 File: N:\1770 MD of Pincher Creek\011\Beaver Mines Wastewater  
 Options Study  
 Date: November 17, 2016

PM LS  
 Prepared By: ZK  
 Revision No. 0

Checked By: \_\_\_\_\_



Alternative 1:  
 Wastewater Lagoons at Mill Creek Site

OPINION OF PROBABLE COST

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
<b>Beaver Mines Lift Station</b>				
1 Mob/Demob/Bonding/Insurance/Profit	1	LS	\$ 65,000.00	\$ 65,000.00
2 Supply & Install Pumps	2	ea	\$ 15,000.00	\$ 30,000.00
3 VFDs	2	ea	\$ 4,000.00	\$ 8,000.00
4 Process Mechanical	1	LS	\$ 50,000.00	\$ 50,000.00
5 HVAC	1	LS	\$ 30,000.00	\$ 30,000.00
6 Electrical	1	LS	\$ 75,000.00	\$ 75,000.00
7 Back-Up Power Generator	1	LS	\$ 50,000.00	\$ 50,000.00
8 Precast Concrete Building	1	LS	\$ 50,000.00	\$ 50,000.00
9 Precast Concrete Vault	1	LS	\$ 50,000.00	\$ 50,000.00
10 Civil Work	1	LS	\$ 30,000.00	\$ 30,000.00
11 Instrumentation	1	LS	\$ 20,000.00	\$ 20,000.00
12 Programming	1	LS	\$ 30,000.00	\$ 30,000.00
13 Commissioning	1	LS	\$ 10,000.00	\$ 10,000.00
<b>SUBTOTAL</b>				\$ 498,000.00
<b>Beaver Mines to Mill Creek Lagoon Sanitary Forcemain</b>				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 100,000.00	\$ 100,000.00
2 Allowance for Easements in Private Lands				
a) Land Acquisition (Permanent)	32	ac	\$ 3,000.00	\$ 96,000.00
b) Land Acquisition (Construction)	16	ac	\$ 1,500.00	\$ 24,000.00
c) Easement Preparation and Execution	1	LS	\$ 20,000.00	\$ 20,000.00
d) Landman Requirements	1	LS	\$ 20,000.00	\$ 20,000.00
3 Legal Survey	6,520	m	\$ 4.00	\$ 26,080.00
4 100 mm Series 200 PVC (Ploughed)	6,520	m	\$ 65.00	\$ 423,800.00
5 Crossings				
a) Road Crossings (Bored)	5	ea	\$ 10,000.00	\$ 50,000.00
b) Highway Crossings (Bored)	1	ea	\$ 50,000.00	\$ 50,000.00
c) Utility Crossings	10	ea	\$ 2,000.00	\$ 20,000.00
6 Isolation Valves	4	ea	\$ 4,000.00	\$ 16,000.00
7 Automatic Air Relief Valves	6	ea	\$ 8,000.00	\$ 48,000.00
8 Manholes	2	ea	\$ 20,000.00	\$ 40,000.00
9 Grass Seeding	16	ac	\$ 2,000.00	\$ 32,000.00
<b>SUBTOTAL</b>				\$ 966,000.00
<b>Wastewater Lagoons</b>				
1 Mob/Demob/Bonding/Insurance/Profit	1	LS	\$ 180,000.00	\$ 180,000.00
2 Stripping Excavation	3900	m3	\$ 4.00	\$ 16,000.00
3 Common Excavation	19500	m3	\$ 8.00	\$ 156,000.00
4 Compacted Embankment	13700	m3	\$ 3.00	\$ 41,000.00
5 Compacted Clay Liner (Imported Clay)	18900	m3	\$ 20.00	\$ 378,000.00
6 Perimeter Road Gravel (100mm compacted depth)	200	m3	\$ 65.00	\$ 13,000.00
7 Gravel Armour (200mm in Facultative Cell)	200	m3	\$ 50.00	\$ 10,000.00
8 Bedding Gravel (150mm in Storage Cell)	1000	m3	\$ 40.00	\$ 40,000.00
9 Size 1 Rip Rap (300mm in Storage Cell)	2000	m3	\$ 70.00	\$ 140,000.00
10 Topsoil and Seeding	3900	m3	\$ 5.00	\$ 20,000.00
11 Level Control Weir	2	ea	\$ 50,000.00	\$ 100,000.00
12 Interconnecting Piping	1	LS	\$ 20,000.00	\$ 20,000.00
13 Misc. Piping	1	LS	\$ 20,000.00	\$ 20,000.00
14 Fencing	750	m	\$ 100.00	\$ 75,000.00
15 Precast Meter Vault	1	LS	\$ 150,000.00	\$ 150,000.00
<b>SUBTOTAL</b>				\$ 1,359,000.00
<b>GRAND SUBTOTAL</b>				\$ 2,823,000.00
Contingencies (15%)				\$ 423,000.00
Geotechnical and Materials Testing (3.5%)				\$ 99,000.00
Engineering (12%)				\$ 390,000.00
<b>GRAND TOTAL</b>				\$ 3,740,000.00



<b>Project:</b> Beaver Mines Wastewater Options Study 1770-011-00	<b>PM</b> LS
<b>File:</b> N:\1770 MD of Pincher Creek\011\Beaver Mines Wastewater Options Study	<b>Prepared By:</b> ZK
<b>Date:</b> November 17, 2016	<b>Revision No.</b> 0
<b>Checked By:</b> _____	



**Alternative 2:  
Sewage Lift Station and Regional Sanitary Forcemain**

**OPINION OF PROBABLE COST**

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
<b>Beaver Mines Lift Station</b>				
1 Mob/Demob/Bonding/Insurance/Profit	1	LS	\$ 65,000.00	\$ 65,000.00
2 Supply & Install Pumps	2	ea	\$ 15,000.00	\$ 30,000.00
3 VFDs	2	ea	\$ 4,000.00	\$ 8,000.00
4 Process Mechanical	1	LS	\$ 50,000.00	\$ 50,000.00
5 HVAC	1	LS	\$ 30,000.00	\$ 30,000.00
6 Electrical	1	LS	\$ 75,000.00	\$ 75,000.00
7 Back-Up Power Generator	1	LS	\$ 50,000.00	\$ 50,000.00
8 Precast Concrete Building	1	LS	\$ 50,000.00	\$ 50,000.00
9 Precast Concrete Vault	1	LS	\$ 50,000.00	\$ 50,000.00
10 Civil Work	1	LS	\$ 30,000.00	\$ 30,000.00
11 Instrumentation	1	LS	\$ 20,000.00	\$ 20,000.00
12 Programming	1	LS	\$ 30,000.00	\$ 30,000.00
13 Commissioning	1	LS	\$ 10,000.00	\$ 10,000.00
<b>SUBTOTAL</b>				<b>\$ 498,000.00</b>
<b>Beaver Mines to Cowley Regional Sanitary Forcemain</b>				
1 Mobilization / Demobilization / Bonding & Insurance / Profit	1	LS	\$ 410,000.00	\$ 410,000.00
2 Allowance for Easements in Private Lands				
a) Land Acquisition (Construction)	12	ac	\$ 1,500.00	\$ 18,000.00
b) Easement Preparation and Execution	1	LS	\$ 20,000.00	\$ 20,000.00
c) Landman Requirements	1	LS	\$ 20,000.00	\$ 20,000.00
3 Legal Survey	4,700	m	\$ 4.00	\$ 18,800.00
4 100 mm Series 200 PVC (Ploughed)	19,700	m	\$ 65.00	\$ 1,280,500.00
5 Rock Excavation	2,000	m	\$ 100.00	\$ 200,000.00
6 Crossings				
a) Road Crossings (Bored)	15	ea	\$ 10,000.00	\$ 150,000.00
b) Highway Crossings (Bored)	2	ea	\$ 50,000.00	\$ 100,000.00
c) Utility Crossings	21	ea	\$ 2,000.00	\$ 42,000.00
d) River Crossing	1	ea	\$ 200,000.00	\$ 200,000.00
7 Isolation Valves	10	ea	\$ 4,000.00	\$ 40,000.00
8 Automatic Air Relief Valves	14	ea	\$ 7,999.00	\$ 111,986.00
9 Manholes	2	ea	\$ 20,000.00	\$ 40,000.00
10 Grass Seeding	24	ac	\$ 2,000.00	\$ 48,000.00
11 Fence at Cowley Lagoon	1,100	m	\$ 100.00	\$ 110,000.00
12 Shoreline Rip Rap at Cowley Lagoon	1	LS	\$ 100,000.00	\$ 100,000.00
13 Odour Control System	1	LS	\$ 210,000.00	\$ 210,000.00
<b>SUBTOTAL</b>				<b>\$ 3,119,000.00</b>
<b>GRAND SUBTOTAL</b>				<b>\$ 3,617,000.00</b>
Contingencies (15%)				\$ 543,000.00
Geotechnical				\$ 25,000.00
Engineering (10%)				\$ 416,000.00
<b>GRAND TOTAL</b>				<b>\$ 4,600,000.00</b>

## **Director of Operations Report November 17, 2016**

### **Operations Activity Includes:**

- November 3, Agricultural Service Board meeting;
- November 7, Web demo Strategic Plan;
- November 8, Council Meetings;
- November 9, Joint Worksite Health and Safety meeting;
- November 10, Staff meeting;
- November 10, ICS Table Top exercise;
- November 15, Landfill Road Drainage meeting.

### **Agricultural and Environmental Services Activity Includes:**

- November 4, AES Department Strategic Plan 2017-2019;
- November 4, Last day for seasonal crew;
- November 8, Oldman Watershed Council Watershed Legacy Program Meeting;
- November 14-15, 2018 Transboundary Tour II – preliminary planning;
- November 15, Environmental Farm Plan WebBook 3.0 Training.

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

- Temporary snow fencing has been done and permanent is being maintained;
- Work around soft spots on RR 30-3 has been completed;
- CPR Project - Reviewing and updating grade crossing information for CPR pursuant to the Railway Safety Act changes;
- Patching cold mix;
- Internal safety audit;
- Texas gate removal TR 6-4;
- Culvert and bridge inspections;
- Standard road maintenance and snow removal;
- Dismantling emergency pump and pipe at Oldman Dam Reservoir and preparing it for storage.

### **Upcoming:**

- November 18, Contaminated sites meeting
- November 21, Beaver Mines Regional Water meeting;

### **Project Update:**

- 2013 Disaster Recovery Projects
  - Satoris Road – Awaiting AEP approval for road realignment.



- Community Resilience Program
  - Regional Water System Intake Relocation – Pipeline to the edge of the reservoir is complete. Awaiting Regulatory approval for the intake tender process.
- Capital Projects
  - North Burmis Road Intersection – construction complete;
  - Airport Runway Threshold Review underway, Final report submitted;
  - Southfork Hill Drainage – construction complete.

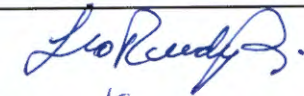
**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period November 3, 2016 to November 17, 2016 be received as information.

---

Prepared by: Leo Reedyk



Date: November 17, 2016

Reviewed by: Wendy Kay



Date: November 18, 2016

Submitted to: Council

Date: November 22, 2016



## PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	Completion Date
535	Beaver Mines		Tennis court upgrade	Stu Weber	Waiting on Supplies	2016-08-29	
536	Division 3	SE6 T7 R1 W5	RQ to upgrade approach	Stu Weber	Work in Progress	2016-09-22	
537	Division 1	NW10 T4 R29 W4	Collapsed culvert needs repair/Need to talk to land owner for direction	Bob Millar	Completed	2016-09-27	2016-11-03
538	Division 2	RR29-5	through the wetland/Settlement of soil on the westside has resulted in riprap subsiding and exposed soil will be subject to wave action	Stu Weber	Work in Progress	2016-10-04	
539	Division 5	Lundbreck	Stop Sign down- Breckenridge & 3rd Street	Don Jackson	Completed	2016-10-06	2016-11-09
540	Division 4	N. or Cowley	Re fence/road/etc	Stu Weber	Stu having a look	2016-10-25	
541	Division 1	NW19 T3 R29 W4	RQ for snow removal (Inspection)	Rod Nelson	Work in Progress	2016-10-27	
542	Division 4	SE10 T10 R2 W5	Site #2201 Has purchased a new sign and would like us to install it	Don Jackson	Work in Progress	2016-10-31	
543	Division 4	NE21 T8 R1 W5	Complaint that his grass didn't get cut	Tony Naumczyk	Area was checked we need to be advised in future	2016-11-01	2016-11-04
544	Division 4	SW36 T8 R1 Wr	Wanted gravel from pit	Bob Millar	Completed	2016-11-01	2016-11-02
545	Division 2	RR28-2	wRQ to be graded	Tony Tuckwood	Completed	2016-11-01	2016-11-07
546	Division 2	SW31 T5 R29 W4	Would like road graded off Crook road north	Tony Tuckwood	Completed	2016-11-07	2016-11-08
547			RQ gravel	Stu Weber	Completed	2016-11-07	2016-11-08
548	Division 2	NW16 T6 R28 W4	Would like driveway graded	Tony Tuckwood	Cmpleted	2016-11-07	2016-11-08
549	Lundbreck		Re complaint re Lundbreck Lagoon Water Release	Leo Reedyk	Completed	2016-11-07	2016-11-07
550	Division 2		Re gate at new approach	Stu Weber	Completed	2016-11-07	2016-11-08
551	Division 3		Re gravel (Castle Mtn)	Stu Weber	Completed	2016-11-08	2016-11-08
552	Division 2	SE13 T6 R29 W4	Site #24009 off Hwy 507/Hole in Culvert & Road washing out	Stu Weber	Work in Progress	2016-11-08	



## PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	Completion Date
553	Division 4	SW24 T7 R30 W4	Spike in tire (believed to be from crushed gravel)	Stu Weber	Completed Unable to help	2016-11-08	2016-11-09
554	Division 3		Re: E-mail Beaver Mines P. Guide/sign requests procedures	Wendy/Tara	Completed	2016-11-08	2016-11-09
555			Re water plant	Randy McLeod	Completed	2016-11-09	2016-11-09
556	Lundbreck		Trailer Park in Lundbreck need gravel	Stu Weber	Advised the procedure	2016-11-09	2016-11-10
557	Division 3		Texas gate we worked on this year needs work (it has sunk)	Stu Weber	Completed	2016-11-08/memo Mike K	2016-11-14
558	Division 4		Road north of Pincher Station in need of work	Stu Weber	Inspection made and no action needed	2016-10-21	2016-10-22
559	Division 5	SE14 T7 R3 W5	Building a new home and need a culvert under road allowance RQ 2 20' culverts/3 couplings 24" diameter	Arnold Nelson	To be inspected & approved	2016-11-10	
560	Division 5	NW14 T9 R2 W5	Site #9218 Sierra West Guest Ranch RQ driveway to be done	Dave Sekella	Completed	2016-11-14	2016-11-16
561	Division 1		Twin Butte gentleman very happy with the road maintenance	Kudos to Rod		2016-11-12	2016-11-12
562	Division 1	NW10 T4 R29 W4	A thank you to the MD for removing torn culvert	Kudo to Stu		2016-11-12	2016-11-12
563	Division 1	NW32 T3 R29 W5	Culvert too short for the road/drove off the edge and damaged his vehicle	Bob Millar	Work in Progress	2016-11-16	
654	Division 1	NE 36-4-1-W5M	Potholes in unimproved road (TR 5-0) north of Fish Lake	Stu Weber		2016-11-16	
655	Division 1	SE 33-4-30-W4M	Concerns with road repair on RR 30-3	Stu Weber		2016-11-16	

## Agricultural Environmental Services

[illegible]



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

November 4, 2016 to November 18, 2016

**DISCUSSION:**

- November 4, 2016 Plains Midstream
- November 4, 2016 Internal Audit Meeting
- November 7, 2016 Strategic Plan – Web Meeting
- November 7, 2016 Internal Audit - Interview
- November 7, 2016 Website Meeting
- November 8, 2016 Policies and Plans
- November 8, 2016 Regular Council
- November 10, 2016 Staff Meeting
- November 10, 2016 Tabletop Exercise
- November 13 – 17, 2016 AAMDC

**UPCOMING:**

- November 22, 2016 Policies and Plans
- November 22, 2016 Regular Council
- November 24, 2016 EMS
- November 30, 2016 Joint Council
- December 1, 2016 ASB
- December 1, 2016 Public Hearing – Heritage Inn
- December 6, 2016 Policies and Plans
- December 6, 2016 Public Hearing
- December 6, 2016 Regular Council
- December 6, 2016 Subdivision Authority
- December 6, 2016 Municipal Planning Commission
- December 7, 2016 Castle Mountain
- December 7, 2016 Emergency Management
- December 15, 2016 Open House – Coalfield's School
- December 20, 2016 Policies and Plans
- December 20, 2016 Regular Council

**OTHER**

➤ Office Closed – December 26 – January 2

**RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period of November 4, 2016 to November 18, 2016.

---

Prepared by: CAO, Wendy Kay Date: November 18, 2016

Presented to: Council Date: November 22, 2016

### Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
53	5	North Burmis Road	Outstanding issues related to the North Burmis Road construction project - fencing, approaches, culverts.	CAO	Met with Mr. Mihalsky on site. Confirming issues in writing for Mr. Mihalsky to review. Once confirmation received, work will be undertaken. Further site visit scheduled for August 19, 2016. Approach completed. Fencing still ongoing.	August 4, 2016	
56	5	SE 13-7-2-W5	Landfill road drainage. Concerned he may need to take legal action.	Leo	Alberta Environment to make a decision last week of August, first week of September. Advised Mr. Leskoski Report to Council - November 8, 2016	August 9, 2016	
68	1	NW 6-5-29-W4M	Road is holding water on his land. Public Works will review if a culvert is necessary.	Leo/Stu	Public Works looked at the site and is waiting to contact the landowner to discuss.	September 6, 2016	
70	3	Beaver Mines	Looking for data on traffic volumes on Highway 774 from Alberta Transportation or the traffic cart.	Leo/Roland	Looking into getting data from the traffic cart	September 13, 2016	



**MD OF PINCHER CREEK ENHANCED POLICING  
MONTHLY REPORT**

Cst. Annie Starzynski  
RCMP Pincher Creek

Shifts worked: 14

**Monthly Traffic Ticket Summary**

**MD Hamlet Patrols**

Speeding	64	Beaver Mines: 14 Lundbreck: 14 Castle Mountain: 2 Twin Butte: 10
Stop Sign Violations	9	
Administrative Violations	4	
Equipment Violations	1	
Other	2	
Warnings Given	26	

**Monthly Total:**

Distance Driven: **3443 km**

Number of Violation Tickets Issued: **80**

Violation ticket location: Beaver Mines: **5**, Hwy 3/6/507 (PC): **42**, HWY 3/507 (CNP): **1**, Hwy 22: **32**

Check Stops: **1**

**Public Meetings/Events/Training:**

- Presentation to Air Cadet at the Glider strip in Cowley.
- Assist traffic control for procession from Twin Butte to Pincher Creek.
- Cattle's drive x 4 ( assisted Ranchers to moved cows across the major highways)
- Citizen On Patrol meeting
- Council meeting in Lundbreck
- Women shelter meeting
- Meet and greet with General Manager at Castle Mountains ski resort
- Responded to 2 complaints of barking dogs in Lundbreck
- Patrolled the Shell road, Chapel Rocks road, Willow Creek road, Snake trail road, interacting with Hunters, and enforcing regulation.
- Check stop in Beaver Mines
- Narcan ( naloxone HC) training
- Attended the Landfill in the MD to monitored/ enforced, rules about transporting load to the Landfill safely.
- Emergency preparedness / tour of the Shell Complex.



Wendy Kay

F1a

**From:** Garry Marchuk  
**Sent:** November 16, 2016 9:26 PM  
**To:** Wendy Kay  
**Subject:** Fwd: Letter re: funding of parking lot expansion project west of Crestview Lodge  
**Attachments:** Letter to Town PC - approval of funding for parking lot project.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** Millie Loeffler <[crestviewmanager@shaw.ca](mailto:crestviewmanager@shaw.ca)>  
**Date:** November 16, 2016 at 2:20:13 PM MST  
**To:** Laurie Wilgosh <[laurie@pinchercreek.ca](mailto:laurie@pinchercreek.ca)>  
**Cc:** sahra hancock <[sahranodge@gmail.com](mailto:sahranodge@gmail.com)>, Pincher Creek Foundation Board <[dthornton@pinchercreek.ca](mailto:dthornton@pinchercreek.ca)>, Pincher Creek Foundation Board <[gmarchuk@mdpinchercreek.ab.ca](mailto:gmarchuk@mdpinchercreek.ab.ca)>, Quentin Stevick <[gstevick@mdpinchercreek.ab.ca](mailto:gstevick@mdpinchercreek.ab.ca)>, Warren Mickels <[wmickels@shaw.ca](mailto:wmickels@shaw.ca)>, "Duane Filipuzzi" <[dfilipuzzi@pinchercreek.ca](mailto:dfilipuzzi@pinchercreek.ca)>  
**Subject:** Letter re: funding of parking lot expansion project west of Crestview Lodge

Good afternoon Laurie,

At our last Foundation Board meeting, the Town's request to fund the parking lot expansion to the west of our New Lodge project, was discussed further.

Attached is our letter of response with a resolution from our Board of Directors.

Please provide this correspondence at your next Council meeting for acknowledgement and response.

Thank you

*Millie*

Millie Loeffler, Chief Administrative Officer & Lodge Manager

PINCHER CREEK FOUNDATION  
978 Hyde Street, Box 1058  
Pincher Creek, Alberta T0K 1W0  
phone (403)627-3833 ext 1  
fax (403)627-3302





Crestview Lodge    Canyon Manor    Willow Court Cottages  
Canyon Cottages    Family Social Housing

## **Pincher Creek Foundation**

**"Providing Safe & Affordable Housing for Seniors for over 50 years"**

Town of Pincher Creek  
Box 159  
Pincher Creek, Alberta T0K 1W0  
Attention: Laurie Wilgosh, CAO

November 16, 2016

Re: Request to provide funding – parking lot expansion next door to Crestview Lodge

Dear Laurie,

In response to your July 26, 2016 letter requesting funding support in the amount of 61,525.25 from the Pincher Creek Foundation, I am providing an update.

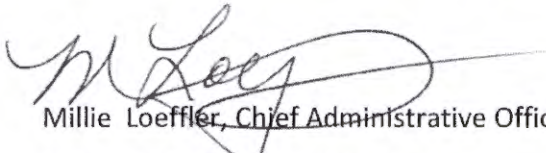
A request was made to Alberta Senior Capital Initiative that this project be included and funded through the Grant in place for the new Lodge project. On October 26, 2016, I received response from Alberta Seniors that they have declined to include the project in the grant funding.

At the November 9, 2016 Foundation Board meeting, the following resolution was made:

**To authorize expenditure up to \$ 61, 525.25 from the Lodge Construction Project contingency fund, payable to the Town of Pincher Creek, upon completion of their Parking lot expansion project, and with the condition of an easement being registered on title ensuring full and perpetual service and operational access by the Pincher Creek Foundation, to the shared fire lane/service road on the east side of the Town of Pincher Creek's property described in Easement 811068788, being met.**

The Board anticipates that this project would be included in the 2017 Town Budget, for anticipated completion in 2017.

The Board & myself express our thanks for the ongoing partnership and support from the Town of Pincher Creek in this important project.

  
Millie Loeffler, Chief Administrative Officer  
PINCHER CREEK FOUNDATION

c.c. Board of Directors, Pincher Creek Foundation

RECEIVED

NOV 07 2016

M.D. OF PINCHER CREEK

F2a



Dear Mayor or Council Member,

You are receiving this mailing because you have a TransCanada-operated pipeline in your area. We encourage you to spend a few moments reading the information enclosed and familiarizing yourself with the function, purpose and safety of the pipeline and how you as a public official can maintain the integrity of underground utilities. Please provide this information to your Chief Administrative Officer to share with the appropriate departments and hang the "Know What's Below" poster where it is visible to staff and the public.

**Preventing Pipeline Damage.** There are three steps government entities can take to help in the prevention of damage to underground utilities, including natural gas or oil pipelines:

1. Avoid building structures on pipeline rights-of-way. TransCanada and other pipeline operators need access to their rights-of-way for maintenance and emergency response.
2. Require all employees and contractors to request a locate by contacting their local One-Call Centre either by phone or online at [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com) before excavating.
3. Always report damage of a utility to the local One-Call Centre and the utility operator. Unreported and even minor damage has the potential to cause long-term damage to pipelines.

**Emergency Preparedness and Response.** Although leaks or ruptures on pipelines are rare, it is important that you know how to respond in the event of an incident. Make sure you have a coordinated plan with pipeline operators, local emergency management officials and HAZMAT.

**Land Use and Urban Development.** It is important to consider the location of pipelines and other underground utilities for land development and urban planning in your community. Look for pipeline marker signs which indicate a pipeline is in the area and always contact the One-Call Centre before any excavation.

**Responding to Public Inquiries.** Our effectiveness studies have shown that the public relies on local government for safety information. Constituents in your jurisdiction may contact you with questions about underground utilities (where they are, who operates them, etc.). It is important to remind the public to always contact the local One-Call Centre before beginning any excavation deeper than 30cm. For questions about TransCanada's pipelines in particular, please direct them to our website at [www.transcanada.com](http://www.transcanada.com) or provide our contact information (listed below).

**Information on TransCanada's pipelines can be found online and in the documents included in this mailing.** If you would like additional or digital copies of our materials, or if require more information, please email [public\\_awareness@transcanada.com](mailto:public_awareness@transcanada.com), or call our General Inquiries line at 1.855.458.6715.

Sincerely,

TransCanada's Public Awareness Team



Council  
Corresp-For Info

F2b

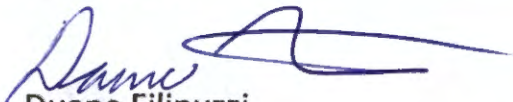
Pincher Archery Club  
PO Box 788  
Pincher Creek, Alberta  
T0K 1W0

Reeve and Council  
MD of Pincher Creek  
PO Box 279  
Pincher Creek, AB

Dear Reeve and Councilors,

On behalf of the Pincher Creek Archery Club, I would like to thank you for supporting our club through the Joint Funding Committee. The \$2500.00 support obligation will go a long way, allowing us to continue to provide archery programs for the Community of Pincher Creek.

Thank you,

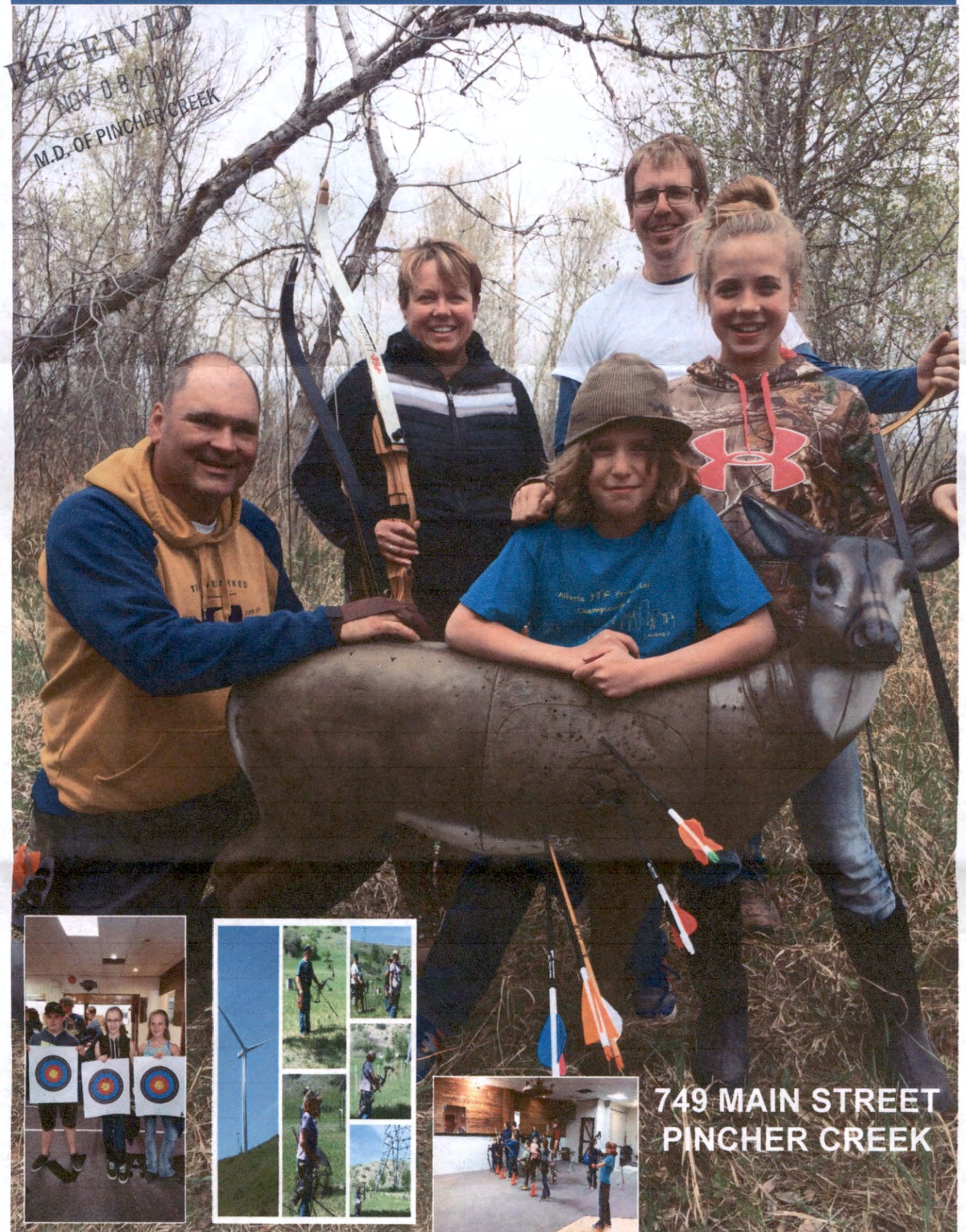


Duane Filipuzzi

President of the Pincher Archery Club



# PINCHER ARCHERY CLUB







*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES - 7 (2016)**

**EXECUTIVE COMMITTEE MEETING**

Thursday, October 13, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

**EXECUTIVE COMMITTEE:**

Gordon Wolstenholme - *Chair*  
Henry Van Hierden - *Vice-Chair*  
Don Anderberg  
Jim Bester

Bill Chapman  
Tom Rose (absent)  
Barry Johnson

**STAFF:**

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

**AGENDA:**

1. **Approval of Agenda** – October 13, 2016 .....
2. **Approval of Minutes** – August 11, 2016 .....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
  - (a) Draft 2017 Budget .....(attachment)
  - (b) Scanning Equipment Purchase (Preliminary Discussion).....(attachment)
  - (c) Subdivision Activity - 2016 .....(attachment)
  - (d) SDAB Training.....(attachment)
  - (e) Fee For Service Update .....(attachment)
5. **Accounts**
  - (a) Office Accounts –
    - (i) July 2016 .....(attachment)
    - (ii) August 2016.....(attachment)
  - (b) Financial Statements –
    - (i) January 1 - July 31, 2016 .....(attachment)
    - (ii) January 1 - August 31, 2016 .....(attachment)
6. **Director's Report**.....
7. **Executive Report**.....
8. **Adjournment**.....

## DIRECTOR'S PERFORMANCE EVALUATION

---

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

### 1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Executive Committee approve the agenda, as presented.

CARRIED

### 2. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approve the minutes of August 11, 2016, as presented.

CARRIED

### 3. BUSINESS ARISING FROM THE MINUTES

- The ORRSC Population Projections 2016 - 2036 report is now complete. CAOs and Board Members were e-mailed the link to the document on the ORRSC website (orrsc.com) on October 5.

### 4. NEW BUSINESS

#### (a) Draft 2017 Budget

- The Director presented a preliminary budget which was reviewed line by line and used as a basis for discussion.

REVENUE: The budget proposes to hold Membership and GIS Fees to 2016 rates, but consensus was that 1% or 1.5% should be added to offset increased costs and to avoid larger future adjustments. Subdivision Approval Fees remain the same as last year, but may need to be increased if the MGA amendments require the extra step of pre-consultation. Fee for Service (Member) has been increased in recognition of new plans that will have to be written due to the MGA amendments.

EXPENDITURES: A 2% staff salary adjustment is proposed and Permanent Employees has been increased for the purpose of hiring an additional planner. Purchase of a new vehicle to replace the Jeep Patriot has also been included. Software subscriptions were exceeded by \$10,000 this year so this item had to be increased. Staff benefits and other expenditures required minor changes.

- A revised draft of the proposed budget reflecting the discussion will be brought to the November meeting for approval before presenting it to the Board of Directors in December.

#### (b) Scanning Equipment Purchase (Preliminary Discussion)

- Linking subdivision files to the GIS was identified as an objective in the ORRSC 2016-2026 Strategic Plan as follows:

## "MEMBER SERVICES

### Core Services

- Data Storage (Plans, Reports, Subdivision Files, Registered Plans, GIS)

**Objective #5** Secure Data & provide modern access to information and data.

**Action** Link Subdivision information to GIS"

- ORRSC is currently investigating the cost of a scanner that could deliver the speed and quality needed for this project, as well as a large format scanner for maps. Both scanners together may total approximately \$15,000 which could be taken from this year's surplus. Once quotes are obtained, the matter will be brought back to the Executive for purchase or lease approval.

### (c) Subdivision Activity - 2016

- As at the end of September 2016, 144 subdivision applications have been processed totalling \$250,067.50 in revenue. Target for the year is \$305,000.

**Moved by: Jim Bester**

THAT the Executive Committee accept the Subdivision Activity - 2016 report, as information.

**CARRIED**

### (d) SDAB Training

- Invitations were e-mailed to all Board Members and CAOs for the Subdivision and Development Appeal Board (SDAB) Training which will take place on Friday, November 25, 2016 in the ORRSC Conference Room from 10:00 am to 4:00 pm (lunch provided) at a cost of \$50 per person. Registrations will be limited to 75 persons on a first-come basis.

**Moved by: Bill Chapman**

THAT the Executive Committee accept the SDAB Training discussion, as information. **CARRIED**

### (e) Fee For Service Update

- The Fee For Service 2016 updated September 2016 was reviewed.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

## 5. ACCOUNTS

### (a) Office Accounts –

#### (i) July 2016

5151	Vehicle Gas & Maintenance .....	Petty Cash (oil change, gas) .....	\$	104.35
5160	Staff Field Expense .....	Petty Cash (meal - B. Crooks) .....		13.50
5320	General Office Supplies .....	Petty Cash (cards, Becel) .....		19.61
5460	Public Relations .....	Petty Cash (name badge) .....		10.00
5280	Janitorial Services .....	Madison Ave Business Services .....		475.00
5310	Telephone .....	Shaw Cablesystems .....		494.65
5310	Telephone .....	Bell Mobility .....		632.20



5320	General Office Supplies .....	Desjardin Card Services .....	189.04
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	38.97
5570	Equipment Repairs & Maintenance .....	Desjardin Card Services .....	216.43
5330	Dues & Subscriptions .....	Pass Herald .....	50.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	90.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	1,185.16
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	138.69
5440	Land Titles Office .....	Minister of Finance .....	120.00
5500	Subdivision Notification .....	Sun Media .....	340.00
5500	Subdivision Notification .....	Lethbridge Herald .....	458.64
5532	Assessment Review Board .....	H. Van Hierden .....	180.00
5532	Assessment Review Board .....	D. Gillespie .....	200.00
5532	Assessment Review Board .....	S. Smidt .....	167.50
5570	Equipment Repairs & Maintenance .....	Pitney Bowes .....	119.98
1160	GST Receivable .....	GST Receivable .....	228.03
<b>TOTAL</b>			<b><u>\$5,493.75</u></b>

**(ii) August 2016**

5150	Staff Mileage .....	S. Johnson (June - August) .....	\$ 67.50
5320	General Office Supplies .....	S. Johnson (June - August) .....	52.22
5330	Dues & Subscriptions .....	S. Johnson (June - August) .....	110.00
5330	Dues & Subscriptions .....	S. Johnson (June - August) .....	28.77
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	423.63
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	159.99
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	13.49
5285	Building Maintenance .....	Cam Air Refrigeration .....	417.60
5285	Building Maintenance .....	Infinity Property Care .....	675.00
5310	Telephone .....	Bell Mobility .....	644.75
5310	Telephone .....	Shaw Cablesystems .....	494.65
5330	Dues & Subscriptions .....	Taber Times .....	46.00
5330	Dues & Subscriptions .....	JAPA .....	311.00
5350	Postage & Petty Cash .....	Postage by Phone .....	2,000.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5440	Land Titles Office .....	Minister of Finance .....	290.00
5500	Subdivision Notification .....	Lethbridge Herald .....	305.76
5520	Meetings .....	Costco .....	60.51
5570	Equipment Repairs & Maintenance .....	Xerox .....	395.73
5570	Equipment Repairs & Maintenance .....	Xerox .....	825.20
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	297.13
1160	GST Receivable .....	GST Receivable .....	331.50
<b>TOTAL</b>			<b><u>\$8,447.43</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of July (\$5,493.75) and August (\$8,447.43) 2016, as presented.

**CARRIED**

**(b) Financial Statements –**

- (i) January 1 - July 31, 2016**
- (ii) January 1 - August 31, 2016**

- The Executive requested clarification on the purpose of "Accounts Receivable Manual" on the Balance Sheet; the Director will provide this at the next meeting. Accrued vacation figures updated to the end of September will be included in the November agenda. The \$50,000 budgeted for reserves has not been allocated to the Operating and Capital Reserve funds to date.

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the following financial statements, as presented:

January 1 - July 31, 2016  
January 1 - August 31, 2016

**CARRIED**

**6. DIRECTOR'S REPORT**

- The Director reported on his activities since the last Executive Committee meeting.

**7. EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

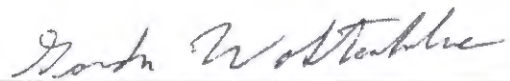
**8. ADJOURNMENT**

**Moved by: Bill Chapman**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until **Thursday, November 10, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:





## Tara Cryderman

---

**From:** Wendy Kay  
**Sent:** Friday, November 18, 2016 11:28 AM  
**To:** Tara Cryderman  
**Subject:** FW: NEW IDEA-SHORT TIMELINE: Chinook Country Travel Guide 2017  
**Attachments:** 2017 Media Kit -Travel Planner - FINAL.PDF  
  
**Importance:** High

Garry's Reports

---

**From:** Bev Thornton [mailto:bev@albertasouthwest.com]  
**Sent:** November 10, 2016 1:22 PM  
**To:** Wendy Kay <wkay@mdpincercreek.ab.ca>  
**Cc:** Garry Marchuk <CouncilDiv3@mdpincercreek.ab.ca>  
**Subject:** NEW IDEA-SHORT TIMELINE: Chinook Country Travel Guide 2017  
**Importance:** High

Hi, Garry and Wendy,

Not sure if this is applicable to the MD to perhaps highlight some of the campgrounds or businesses?

Chinook Country has offered ... for the first time in many years ... that all our communities can now appear as an AlbertaSW section in the 2017 travel planner!

We can have a map, show how our communities and attractions link to each other and try to include all of the region.

**But ... we need to have a plan in place before Dec 16 deadline.**

**Media kit and info attached.**

Opportunity:

- 2017 is free admission to Waterton Lakes National Park.
- Our AlbertaSW message will be that there are great things to do around the park as well... places to stop and things to do on the way to and from Calgary, or Lethbridge or BC or USA ...
- Theme could be "Think Outside the Park" or "Visit Alberta's Crown of the Continent Playground" .... ??
- **I am willing to do a Co-op application to Travel Alberta**, as this is a "new" approach for us that would reduce costs

**Attached media kit has full prices, but I think a regional approach could make this affordable for all of us.**

**Example:**

16 page AlbertaSW section

- estimated cost: \$32,000, based on the municipal rate of \$3,500 for one page + "free" page; i.e. 2 pages
  - Half page + "free" half-page = \$2,400; i.e. 1 page)
  - Quarter page and one-sixth page also available, so we can try to fit everyone's budget.
- **Travel Alberta Co-op matched dollars could further cut our costs in half!**

*NOTE: This could be a first step to a bigger marketing program.*

*The AlbertaSW board is supportive of setting aside future resources to explore this "regional playground" idea and could build upon we can pull together and learn within the short timeline we have for this publication.*

Let me know what you think!!



# LETHBRIDGE & SOUTHWEST ALBERTA 2017 TRAVEL PLANNER



*The most requested guide that encompasses  
Lethbridge & Southwest Alberta communities,  
attraction, events and more!*

Redesigned this year with a completely different look!

Print distribution is 90,000 annually

Available on [exploresouthwestalberta.ca](http://exploresouthwestalberta.ca)

Events are also listed on [exploresouthwestalberta.ca](http://exploresouthwestalberta.ca)  
central events calendar

FOR MUNICIPALITIES

**Municipalities One Page \$3,500**

*See new template...*

*5 Event Listings*

*3 Feature Listings*

**Municipalities Two Pages \$4,500**

*See new template...*

*5 Event Listings*

*3 Feature Listings*

## DEADLINES

*Ask about Travel Alberta Cooperative Funding. Your ad  
may qualify for up to 50% funding.*

**CONTENT DEADLINE:** December 16, 2016 | **FINAL PROOF:** January 9, 2017 | **DELIVERY:** March 2017

Jaci Zalesak - Director, Client Relations  
ph: 403-329-6777 ext 4  
fax: 403-329-6177  
[sales@chinookcountry.com](mailto:sales@chinookcountry.com)

Amanda Asuchak - Sales Executive  
ph: 403-329-6777 ext 8  
fax: 403-329-6177  
[sales2@chinookcountry.com](mailto:sales2@chinookcountry.com)

Marie-Ann Rheault - Sales Executive  
ph: 403-329-6777 ext 2  
fax: 403-329-6177  
[sales3@chinookcountry.com](mailto:sales3@chinookcountry.com)



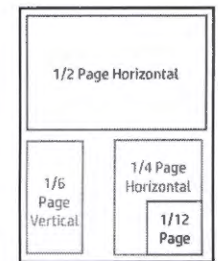
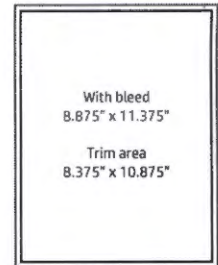
# LETHBRIDGE & SOUTHWEST ALBERTA 2017 TRAVEL PLANNER

**CONTENT DEADLINE:** December 16, 2016 | **FINAL PROOF:** January 9, 2017 | **DELIVERY:** March 2017

CCTA will design my ad for me ☐ I will design my own ad ☐

3 proofs maximum. Additional proofs will be charged \$50 per proof thereafter.

AD SELECTION	SIZE	PRICE	CHECK BOX
Outside Back Cover	8.375" 10.875"	\$5,500	<input type="checkbox"/>
Inside Facing Back Cover	8.375" 10.875"	\$4,300	<input type="checkbox"/>
Inside Back Cover	8.375" 10.875"	\$4,300	<input type="checkbox"/>
Inside Front Cover	8.375" 10.875"	\$4,300	<input type="checkbox"/>
Inside Facing Front Cover	8.375" 10.875"	\$4,300	<input type="checkbox"/>
Municipality - Two Pages <i>(Includes 5 Event Listings &amp; 3 Feature Listings)</i>	16.75" 10.875"	\$4,500	<input type="checkbox"/>
Municipality - One Page <i>(Includes 5 Event Listings &amp; 3 Feature Listings)</i>	8.375" 10.875"	\$3,500	<input type="checkbox"/>
Full Page	8.375" 10.875"	\$3,300	<input type="checkbox"/>
1/2 Page Horizontal	7.875" 5"	\$2,400	<input type="checkbox"/>
1/4 Page	3.9375" 5"	\$1,200	<input type="checkbox"/>
1/6 Page Vertical	2.5" 4.875"	\$900	<input type="checkbox"/>
1/12 Page Horizontal	2.5" 2.375"	\$300	<input type="checkbox"/>
Feature Listing	50 word limit includes Photo, Website/Phone, Address	\$550	<input type="checkbox"/>
Event Listing	Name of Event, Date, Phone/ Website	\$100	<input type="checkbox"/>



\*Add 1/4 inch bleed to all sides on the full pages ads requiring a bleed

SUBTOTAL \_\_\_\_\_

GST (5%) \_\_\_\_\_

TOTAL \_\_\_\_\_

Jaci Zalesak - Director, Client Relations  
ph: 403-329-6777 ext 4  
fax: 403-329-6177  
sales@chinookcountry.com

Amanda Asuchak - Sales Executive  
ph: 403-329-6777 ext 8  
fax: 403-329-6177  
sales2@chinookcountry.com

Marie-Ann Rheault - Sales Executive  
ph: 403-329-6777 ext 2  
fax: 403-329-6177  
sales3@chinookcountry.com

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PAYMENT METHOD: ☐ Cheque ☐ Visa ☐ MasterCard ☐ Invoice ☐ Cash

Payment must be included with Ad Booking. Cheques payable to Chinook Country Tourist Association.

CARD NUMBER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXP: \_\_\_\_ / \_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_ SIGNATURE: X \_\_\_\_\_



**MINUTES OF THE MAYORS & REEVES LIAISON COMMITTEE MEETING HELD ON MARCH 14, 2016 AT THE SHAW CONFERENCE CENTRE, SALON 4 IN EDMONTON, ALBERTA.**

**A. Call to Order**

Chairman Lorne Hickey called the meeting to order at 3:02 p.m.

**B. Adoption of the Agenda**

Chairman Hickey called for any additions to the March 14, 2016 agenda. Mr. Hickey indicated the following additions:

**Submitted from the Floor:**

- Ponoka County – Resource Company's Insolvency & Taxation – Reeve Paul McLaughlin (no attachment)
- Goldeye Leadership – Bill Lee

*MOVED by Barry Hoover that the agenda be approved as amended.*

**CARRIED**

**C. Adoption of Minutes of November 16, 2015**

*MOVED by Barry Hoover that the minutes of the November 16, 2016 Mayors & Reeves Liaison Committee Meeting be approved as presented.*

**CARRIED**

**D. Items from Municipalities – Submitted in Advance**

- **D1. Linear Assessment – County of Wetaskiwin**
  - Reeve Kathy Rooyakkers noted that Wetaskiwin County is concerned of the possible negative impact if changes to the MGA are made to linear assessment. As this topic is very similar to one of the resolutions, the discussion was discontinued.
- **D2. Excessive Speeds - Mountain View County**
  - Reeve Bruce Beattie noted that the frequency of incidents of excessive speeds are increasing each year and is looking for support of implementing something similar to BC where the driver loses their vehicle for one week if speeds exceed 40 km / hour.
  - Other members agreed this is a problem and that the RCMP are not allowed to give chase so incidents are probably higher.
  - It was suggested to submit a resolution through their district for a future conference.



**E. Items Submitted from Municipalities – Submitted from the Floor**

- **E1. Resource Company's Insolvency & Taxation – Ponoka County**
  - Reeve Paul McLauchlin withdrew this topic as it is similar to a resolution that will be discussed later.
- **E2. Youth Leadership at Goldeye Centre**
  - Bill Lee explained the Youth Leadership Program and encouraged municipalities to sponsor youth from their area to participate in the program and could lead to future Councillors or Reeves.

**F. ADJOURNMENT**

*MOVED by the Lorne Hickey that the meeting adjourn at 3:20 p.m.*  
*CARRIED*