

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
September 26, 2017
Immediately Following Public Hearing for Bylaw No. 1280-17**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Kenow Fire

- Email from Kathy Flundra, dated September 21, 2017

C. MINUTES

1. Special Council Meeting Minutes

- Minutes of September 15, 2017

D. UNFINISHED BUSINESS

Nil

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. **Operations**

a) Water Emergency

- Report from Director of Operations, dated September 20, 2017

b) Policy C-PW-004 Road Maintenance - Brushing

- Report from Director of Operations, dated September 20, 2017

c) Beaver Mines Water and Wastewater Project Briefing

- Briefing Notes dated September 21, 2017

d) Operations Report

- Report from Director of Operations, dated September 20, 2017
- Public Works Call Log
- Agricultural Services Call Log

2. **Planning and Development**

Nil

3. **Finance**

Nil

4. **Municipal**

a) Council Remuneration – Kenow Wildfire Briefings

- Report from Chief Administrative Officer, dated September 20, 2017

b) Chief Administrative Officer's Report

- Report from Chief Administrative Officer, dated September 21, 2017
- Administration Call Log

F. CORRESPONDENCE

1. **For Action**

a) Evacuation Contact Information

- Email from Kimberly Pearson, received September 12, 2017

2. **For Information**

a) Pipeline Information

- Letter from TransCanada, received September 14, 2017

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Quentin Stevick – Division 1

- Oldman River Regional Services Commission
- Minutes of June 1, 2017

Councillor Fred Schoening – Division 2

Councillor Garry Marchuk – Division 3

Reeve Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

H. IN-CAMERA

1. Legal

I. NEW BUSINESS

J. ADJOURNMENT

From: Kathryn Flundra
Sent: Thursday, September 21, 2017 11:15 AM
To: MDInfo
Subject: Kenow Fire

Submitted by Kathy Flundra

The residents and ranchers in the Twin Butte area on the south side of Pine Ridge, directly impacted by the Kenow fire have formed a formal delegation and the mandate of this delegation is to advocate for an inquiry into the MD of Pincher Creek's management of the Kenow Fire.

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
SEPTEMBER 15, 2017

8852

The Special Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Friday, September 15, 2017, at 5:00 pm, in the Administration Building of the Municipal District, Pincher Creek, Alberta.

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

STAFF Chief Administrative Officer Wendy Kay and Director of Development and Community Services Roland Milligan

Reeve Brian Hammond called the Special Council Meeting to order, the time being 5:00 pm.

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 17/388

Moved that the Special Council Meeting Agenda, for September 15, 2017, be approved as presented.

Carried

B. IN CAMERA

Councillor Terry Yagos 17/389

Moved that Council and Staff move In-Camera, to discuss a legal matter, the time being 5:01 pm.

Carried

Councillor Garry Marchuk 17/390

Moved that Council and Staff move out of In-Camera, the time being 5:25 pm.

Carried

C. NEW BUSINESS

Councillor Terry Yagos 17/391

Moved that Council of the MD of Pincher Creek acknowledges and agrees to the seriousness of not adhering to rules and regulations related to "Mandatory Evacuation Orders" and "National Parks General Regulations".

Councillor Quentin Stevick requested a recorded vote.

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

Minutes
Special Council Meeting
Municipal District of Pincher Creek
September 15, 2017

D. ADJOURNMENT

Councillor Terry Yagos 17/392

Moved that Council adjourn the meeting, the time being 5:30 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

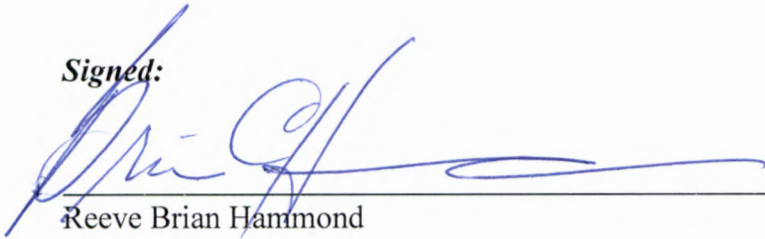
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

WAIVER FOR NOTICE OF A SPECIAL MEETING OF THE COUNCIL OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9, CALLED UNDER THE AUTHORITY OF SECTION 194(4) AND 194(5) OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER 26 OF THE PROVINCE OF ALBERTA.

We, the undersigned members of the Council of the Municipal District of Pincher Creek No. 9 hereby waive notice of the special meeting to be held at 1037 Herron Avenue, Pincher Creek, AB on Friday, September 15, 2017 starting at 5:00 pm for the purpose of discussing and acting upon:

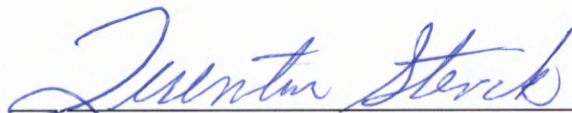
- **In – Camera - Legal**

Signed:



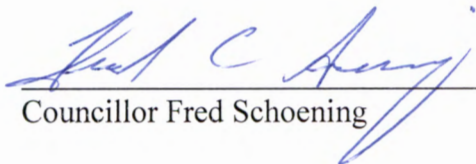
Reeve Brian Hammond

Date: September 15, 2017



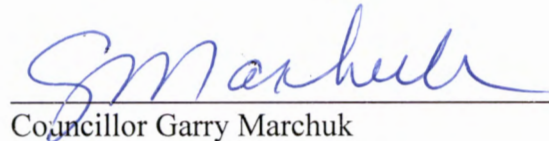
Councillor Quentin Stevick

Date: September 15, 2017



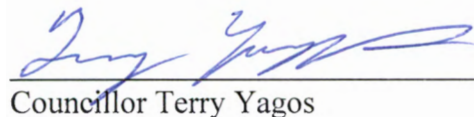
Councillor Fred Schoening

Date: September 15, 2017



Councillor Garry Marchuk

Date: September 15, 2017



Councillor Terry Yagos

Date: September 15, 2017

MD OF PINCHER CREEK

SEPTEMBER 20, 2017

TO: Wendy Kay, Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: Water Emergency

1. Origin

Water for Licenses for the Village of Cowley and the Hamlet of Lundbreck are drawn from the Castle River in the SE 2-7-1-W5M. On July 25, 2017 Alberta Environment notified the municipality that the instream objectives for our water license were not being met and we would need to find an alternate source of water.

2. Background:

Public Works staff have been running an emergency pump in the Oldman Dam Reservoir as a means of supplying raw water to the Regional Water System. Raw water is trucked to the treatment plant on occasions when relocating the pump intake is required.

On September 12-14, during the Kenow Wildfire, the municipality was allowed to draw water from the Castle River to allow water trucks to respond to the fire while the pump intake was relocated. On September 18, the location of the pump intake became exposed as water levels on the flats in the dam bottom became exposed. A total relocation of the pump is necessary. A level 2 water restriction was placed on water users starting September 18, 2017. Residents have responded with a 30% reduction in their water consumption.

Staff informed Alberta Environment of the situation and again we were allowed to draw water from the Castle River while implementing a plan to relocate the emergency pump. A location for the emergency pump has been identified, although it would require that a larger pump, capable of lifting 40 feet on the intake would be required. Alternately, a location for the pump to stand would need to be constructed, in the mud adjacent to the Crowsnest River channel.

Options for continued operation of the emergency pump are limited and will certainly be impacted should the temperatures drop below freezing for an extended period of time. The timeline for construction of the new intake into the Oldman Dam Reservoir is optimistically estimated for completion in late January 2018.

At their Policy and Plans meeting that had been scheduled for September 12, 2017, arrangements to meet the South Lundbreck Water Coop Board of Directors, to discuss water issues including the possibility of a temporary water transfer were pre-empted by

the Kenow wildfire emergency. A follow up phone call determined that a meeting to have that discussion would probably not happen until late October or early November.

Another source of a potential temporary water transfer is the Town of Pincher Creek. Their Water Stewardship Policy indicates that any water sharing is at the discretion of Town Council.

3. Recommendation:

THAT the report from the Director of Operations, dated September 20, 2017, regarding Water Emergency be received;

AND THAT Council direct Administration to draft a letter to the Town of Pincher Creek for the Reeve's signature, requesting a temporary water transfer from the Town of Pincher Creek.

Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer



Date: September 21, 2017

Leo Reedyk

From: David Hunt <David.Hunt@gov.ab.ca>
Sent: July 13, 2017 2:05 PM
To: Leo Reedyk
Cc: Wendy Kay; Kathleen Murphy
Subject: RE: Water Emergency

Hi Leo,

The Water Act is the mechanism for declaring an emergency in associated with water diversion.

Section 107 Declaring an Emergency under the Water Act

Lieutenant Governor in Council may declare an emergency regarding water within the province or area of the province. The Director under the *Water Act* would then issue water management orders suspending diversions of water and determine the purposes and the volumes that may be diverted in the area affected. The water users affected by the declaration would be entitled to compensation for losses incurred as a result of the order.

Declaring an emergency is stage 5 in Water Shortage Procedures for the South Saskatchewan River Basin response plan, we are only at a stage 2 right now, which is the Instream Objectives are not being met and licences may not divert water, in certain basins.

If you have any questions, please don't hesitate to contact me.

Sincerely,

David Hunt

Water Approvals Team Lead
Alberta Environment and Parks
2nd Floor Prov. Building
200-5th Avenue South
Lethbridge, Alberta, T1J 4L1
Phone (403) 381-5994
Fax (403) 381-5337
E-mail: david.hunt@gov.ab.ca
Website : <http://aep.alberta.ca>

From: Leo Reedyk [<mailto:AdminDirOps@mdpincercreek.ab.ca>]
Sent: Thursday, July 13, 2017 10:30 AM
To: David Hunt
Cc: Wendy Kay
Subject: Water Emergency

Good morning David. You spoke briefly the other day on my question on "Could the MD declare a State of Local Emergency to continue to draw water from the Castle River?". I was looking to explain the answer to Wendy but am unable to recall the response.

Could you provide some clarity?

Thanks,

L.J. (Leo) Reedyk, A.A.E.
Director of Operations
MD of Pincher Creek No. 9

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the person to whom the water management order is directed to pay to the Government instead of to the vendor an amount not exceeding the amount owing in respect of the costs.

(3) Even if the identity of a person to whom the Minister may make an order under subsection (2)(b) is not known the Minister may issue the order and when the identity of the person becomes known the Director may take whatever action the Director considers necessary to ensure compliance with the order.

(4) For the purposes of this section, the costs referred to in subsection (2) include, without limitation, any costs incurred in administering, investigating and responding to

- (a) any matter to which the water management order relates, or
- (b) any failure to comply with the water management order.

(5) A purchaser of land who pays an amount to the Government under subsection (2)(b) is discharged from any obligation to pay that amount to the vendor.

1996 cW-3.5 s103

Order where person unidentifiable

104(1) If this Act authorizes the issuance of a water management order but none of the persons to whom the order could be issued are identifiable, the Director may nevertheless issue the order and take whatever action the Director considers necessary to carry out the order.

(2) The costs of carrying out a water management order under this section are recoverable in accordance with section 103 against any person to whom the water management order referred to in subsection (1) could have been issued, if the identity of the person becomes known to the Director after the order is issued.

1996 cW-3.5 s104

Division 3 Emergencies

Emergency measures

105(1) If an inspector or investigator or the Director is of the opinion that an activity, diversion of water or operation of a works

- (a) occurred, occurs or may occur, and
- (b) caused, causes or may cause an immediate and significant adverse effect on the aquatic environment, human health, property or public safety,

the inspector, investigator or Director may take any emergency measures that the inspector, investigator or Director considers necessary to prevent immediate and significant damage to the aquatic environment, human health, property or public safety.

(2) Subsection (1) applies whether or not the activity, diversion of water or operation is authorized by an approval, licence or registration and whether or not the approval holder, licensee or traditional agriculture user is or was in compliance with the approval, licence, registration or this Act.

(3) If an inspector or investigator or the Director is of the opinion that an immediate and significant adverse effect on the environment, human health, property or public safety occurred, occurs or may occur due to a problem water well or to any actions related to the drilling of a water well, the inspector, investigator or Director may take any emergency measures that the inspector, investigator or Director considers necessary to protect the environment, human health, property or public safety.

1996 cW-3.5 s105

Recovery of costs

106 The costs of carrying out emergency measures under section 105 are recoverable by the Government in an action in debt against the person, government of another jurisdiction or local authority that is responsible for the need to take the emergency measures.

1996 cW-3.5 s106

Declaring an emergency

107(1) The Lieutenant Governor in Council may, when satisfied that an emergency related to water exists or may exist, declare an emergency relating to all or any part of Alberta.

(2) Notwithstanding anything in this Act or any approval, preliminary certificate, licence or registration under this Act, if an emergency has been declared under subsection (1), the Director may issue a water management order to any person

- (a) suspending the operation of all or part of any approval, preliminary certificate, licence or registration,
- (b) suspending a diversion of water,
- (c) designating the purposes for which, and the volumes in which, water may be diverted or used, and
- (d) ordering or containing any of the measures or provisions referred to in section 99,

with respect to the area of the Province affected by the declaration.

(3) Licensees or registrants affected by a declaration under subsection (1) may be entitled to compensation for any losses incurred as a result of the order in the manner and amount that the Lieutenant Governor in Council considers appropriate.

1996 cW-3.5 s107

Part 8 Notice

Notice of applications

108(1) An applicant

- (a) for an approval,
- (b) for a licence,
- (c) for a renewal of a licence if the Director has decided to conduct a public review of the licence renewal,
- (d) for an amendment of
 - (i) an approval,
 - (ii) a preliminary certificate, or
 - (iii) a licence,
- or
- (e) for a transfer of an allocation of water under a licence,

shall provide notice of the application in accordance with the regulations.

(2) If the Director proposes to amend an approval, preliminary certificate or licence on the Director's own initiative, the Director must provide notice of the proposed amendment in accordance with the regulations.

(3) Notwithstanding subsection (1), an applicant is not required to provide notice with respect to

- (a) an application for a licence for the temporary diversion of water;
- (b) an amendment
 - (i) to correct a clerical error,

Water Act: Transferring water allocations under a licence

FACTS AT YOUR FINGERTIPS

In Alberta, the province's *Water Act* provides for the transfer of an allocation of water held under a licence, from one parcel of land to another.

The transfer may be in the form of a licensee transferring an allocation of water to another parcel of land, a project owned by the same licensee, or to a project owned by another person.

A licence must be in **good standing** before the Director can consider a transfer application.

Types of transfers

- **Permanent transfers**
Part or all of the water allocation is permanently transferred.
- **Temporary Transfer**
Part or all of the water allocation is transferred on a temporary basis and reverts to the existing licensee after an agreed period of time.

Eligible water allocations

These involve allocated water that has been used under a licence but is no longer required, due to water conservation or other planned reduction in need.

Non-eligible water allocations

- Water licensed for temporary diversion
- A prior transfer licence whose allocation is to revert to the original licence after a specified period of time
- A right to divert for household purposes
- A right to divert water through a registration
- A right to divert water through an approval
- An anticipated right to divert water through a preliminary certificate

How to apply

Application forms are available on Alberta Environment's website and at district offices. Part 1 of the application must be completed by the party making the transfer, Part 2 by the recipient of the transfer.

Completed applications should be sent to an Alberta Environment district office along with:

- Recent certificates of title for all lands involved in the transfer
- Written consent from the owner of any affected lands or undertakings not owned by the party making the transfer or the transfer's recipient
- A detailed plan with layout of the new works including points of diversion, locations of water use, project purpose, detailed description of the water conveyance works / water requirement and an agricultural feasibility report (if irrigation is involved) (See *Guideline for Preparing Agricultural Feasibility Reports for Irrigation Projects*)
- A copy of the licence from which the transfer is to be made

Other requirements

Written permission for rights of way from appropriate authorities, where works affect highways, roads, utilities, or lands owned by others.

Depending on volume, a licence fee may be applicable.

Water Act: Transferring water allocations under a licence

FACTS AT YOUR FINGERTIPS

Other considerations

The licence must be in good standing, and in an area where a water management plan or an Order of the Lieutenant Governor in Council is in place. The department will consider any existing, potential or cumulative effects the transfer may have on:

- the aquatic environment and any water conservation objectives,
- any hydraulic, hydrological and hydrogeological effects
- the allocation of water the licence holder has historically diverted under the licence,
- other water users and licence holder, and,
- if applicable, the suitability of the land for irrigation, where the water allocation is to be transferred.

The department may refer the transfer request to other agencies that may have an interest in the transfer. All transfer requests require public notice. This may include a public review.

Approvals for construction

Where an application for transfer of water allocation under a licence is approved, the director may decide to issue an approval with conditions, for any in-stream construction of works associated with the transfer. The conditions will specify a period of time for construction, upon which completion the approval holder is required to submit a Certificate of Completion.

New licences

These may include conditions requiring water monitoring data, volumes of water diverted, investigation of users impacted by the licensee's diversion, and monitoring of nearby sources. A new licence keeps the same priority number that was assigned to the licence from which the allocation was transferred. Conditions on a new licence may be necessary to mitigate the impact of the transfer on others.

Amending/cancelling existing licences

Depending on the transfer type, the original licence will be amended, where part of an allocation was transferred or in cases of a temporary transfer. The original licence is cancelled if all of the allocation was permanently transferred.

Appeals

Decisions on transfer applications can be made (to the Environmental Appeals Board) by the applicant or any directly affected person who submitted a statement of concern during the prescribed notice period.

Water conservation holdback

The director may withhold up to 10 percent of the water from a licence being transferred, to protect the aquatic environment or implement a water conservation objective. This holdback applies to permanent and temporary transfers, but only to the volume of water being transferred. The holdback does not apply where a temporary transfer reverts to the original licence.

Title:	Guide to Compelling Reasons to not Take the <u>10% Holdback</u> for Water Transfers Within the South Saskatchewan River Basin
Number:	ESRD Water Quantity, 2015, No. 1
Program Name:	Approvals
Effective Date:	March 3, 2015
This document was updated on:	

Introduction

This document has been prepared to provide guidance to all Directors under the *Water Act* in the South Saskatchewan River Basin (SSRB) when considering the 10% holdback on applications for water allocation transfers.

It needs to be recognized that despite the guidance provided herein, the Director retains the discretion to decide what may or may not be a compelling reason to not take the 10% holdback under the specific circumstances of an application.

Legislation and Policy Considerations

- The *Water Act*, R.S.A. 2000, c.W-3, as amended.
- The Approved Water Management Plan for the South Saskatchewan River Basin (Alberta) dated August 2006 authorized water allocation transfers and water conservation holdbacks.
- SSRB Water Management Plan 10% Holdback – Interim Criteria Approval Document established a consistent criteria when considering water allocation transfers that facilitate the creation of regional treated water systems.
- Approvals Program Policy Guideline for Implementation of Water Conservation Objectives, as amended, established under the *Water Act*, in the South Saskatchewan River Basin (dated January 16, 2007) - established Water Conservations for the SSRB.

Background

The Approved Water Management Plan for the South Saskatchewan River Basin (Alberta) (the “SSRB Plan”) authorizes the Director to consider applications to transfer water allocations, subject to sections 81-83 of the *Water Act* and the Matters and Factors in Table 1 of the SSRB Plan. This ability to change the point of diversion or point of use of a water allocation under a licence is necessary within sub-basins closed to new surface water licences to allow new developments to locate in these sub-basins.

Where a transfer is proposed, section 83 of the *Water Act* permits the Director to withhold up to 10% of the transferred water if the holdback is authorized under an approved water management plan, and the Director is of the opinion that withholding water is in the public interest to:

- a) protect the aquatic environment, or

**ESRD Guide to Compelling Reasons to not Take the 10% Holdback for Water Transfers
Within the South Saskatchewan River Basin
ESRD Water Quantity, 2015, No. 1**

- b) implement a water conservation objective (“WCO”).¹

Section 2.7.2 of the SSRB Plan authorizes the Director to withhold up to 10% of the volume of a transferred allocation, and recommends that:

- the Director withhold 10%, unless there is a compelling reason to withhold less; and
- withheld water remain in the river through a WCO licence or become part of the Crown Reservation.²

Rivers in the SSRB are highly allocated and as a result, have been closed to further licencing except as permitted under Ministerial Order². The holdback is provided by the SSRB Plan to help increase the flows of these rivers, by a small amount, or at least help offset increases in water use by transferees.

The practice of all Directors in the SSRB is to follow the recommendations of the SSRB Plan and withhold 10% of transferred licences as a rule.

Although the SSRB Plan does not provide any guidance, beyond what is set out in the Water Act, as what to might constitute a compelling reason for not withholding 10%, there have been some decisions where the holdback has not been taken. The decisions to not withhold 10% have been based on the Directors opinion that either a compelling reason exists, or the 2011 SSRB Water Management Plan 10% Holdback Interim Criteria Approval Document has applied.

Purpose of this guide

The purpose of this guide is to summarize:

- 1) government direction on a compelling reason to not take the 10% holdback; and
- 2) past decisions where the 10% holdback was not taken.

The above will be used to outline general guidance where a Director might find a compelling reason to not take the 10% holdback. What is a “compelling reason” will be determined by the Director in the particular circumstances of each transfer. This guidance is not intended to fetter the Director’s discretion but assist with consistency of decision making where appropriate.

Overall, the language of the SSRB Plan does infer that the decision to not take the 10% holdback must be justified in the circumstances as serving a greater benefit to the protection of the aquatic environment or implementation of a WCO than it would if the holdback were taken. The consideration by the Director on whether a greater benefit would be gained does not apply just to volume, but to timing of the diversion and to the quality of the water returned to the system as well.

This guide is meant to be a living document. It identifies situations where the Director may decide that there is a compelling reason not to withhold 10% based on past decisions. There may be future decisions, however, where a specific situation will present a compelling reason that is not based on the categories that are identified in this Guide. The guide will therefore be updated from time to time as appropriate to reflect these future decisions.

This guide is based on considerations around the issuance of transfers within the SSRB as enabled by the SSRB Plan. At the time of this writing, the Water Management Plan for the Battle River Basin has recently been approved which enables

¹ See the *Water Act* for the definition of a WCO; see the SSRB Plan for the WCOs for the sub-basins.

² See section 35 of the *Water Act* and the *Bow, Oldman and South Saskatchewan River Basin Water Allocation Order*, Alta Reg 171/2007.

transfers and a 10% holdback. There may be other water management plans for specific basins approved in future. This document is not intended, at this time, to provide guidance regarding the 10% holdback under other approved water management plans.

Note: This Guide addresses taking 10% or nothing; no guidance has been developed to take less than 10% (i.e. 1-9% holdback).

Specific Policy Direction on When to Not Take the 10% Holdback – Regional Water Lines

The current Government of Alberta guidance on what constitutes a compelling reason to not take the 10% holdback was developed in 2011 in response to the establishment of a number of regional drinking water systems within the SSRB. At that time, the Government of Alberta was actively funding several of these systems which are sanctioned as a key action within the *Water for Life Strategy* – “Design and implement regional drinking water and wastewater solutions”.

Regional water lines are designed to supply smaller municipalities with drinking water via a pipeline system from a single water treatment plant. Efficiencies are gained as small municipalities no longer need to build, upgrade or maintain their own treatment plants, provide trained and certified operators, or assume all of the costs of monitoring and reporting. Some water use efficiencies may also be gained as the number of treatment plants are reduced to a single centralized facility. For example, a reduction of water used for filter maintenance could occur as less water would be required for testing, conditioning or backwashing activities. A reduction in evaporative or seepage losses could occur due to a reduction in the number of individual raw water reservoirs.

Regional systems also result in lower costs overall due to reduced public funds required for upgrading existing facilities to meet new standards.

When regional water lines are established, the source of water most often moves to the single point of diversion for the central water treatment plant. As a result, municipalities that have connected to the regional water line need to move their points of diversion to the central location via a transfer application so that an adequate quantity of water is available to the system. In these situations, the points of diversion are the only change to the appurtenance of the licence. The points of use remain the same.

Because of the efficiencies gained in water use, the cost savings, and the benefits to rural municipalities and residences, the government encourages and funds municipalities to adopt a regional approach to drinking water systems. To be consistent with this direction, consideration was given to viewing allocation transfer applications that facilitated regional drinking water system as having a compelling reason not to take the 10% holdback.

As a result of this, a policy was adopted with narrow criteria in order to provide guidance to Directors when making decisions on these specific types of transfer applications. The policy – the SSRB Water Management Plan 10% Holdback Interim Criteria Approval Document – is reproduced in **Appendix 1**.

Past Decisions Where the 10% Holdback Was Not Taken

There have been a number of individual decisions since transfers were first enabled in 2002 where the 10% holdback was not taken. Some of these decisions are summarized in **Appendix 2** and help identify **four** broad categories as follows where a compelling reason may currently exist:

**ESRD Guide to Compelling Reasons to not Take the 10% Holdback for Water Transfers
Within the South Saskatchewan River Basin
ESRD Water Quantity, 2015, No. 1**

- 1) **There is either no WCO or the WCO is being met** in the watercourse during the time of diversion (Decisions 1, 5, 6, & 8). It should be noted that WCO's now exist in all rivers of the SSRB, therefore the "no WCO" examples would no longer apply (Decisions 1, 5 and 6). It is expected that the WCO would have to be met at all downstream points of the watercourse within Alberta in order for the "WCO is being met" example to be considered, not just in the reach of the river where the point of diversion is located. Decisions 3 and 4 were made based on the WCO being met only at the diversion point so would not meet this current criteria.

This category also applies to most transfers where the licenced points of diversion (pre and post-transfer) are located completely within the same water storage reservoir. WCOs are not established for most reservoirs as these are managed systems with no natural flow or water level characteristics on which to base a conservation objective. Within storage reservoirs, withholding 10% as a result of a transfer would not serve the public interest to protect the aquatic environment, nor to implement a WCO in the most typical case.

- 2) **The net result of the transfer is a contribution of greater than 10%** of the licence volume back to the stream. Three possible scenarios are described below.
- a) **A residual licence donation** is made when a partial licence is transferred to a new licensee and the remainder of the licence is donated resulting in more than 10% of the transferred allocation being left in the stream (Decision 1 and 7). The applicant would apply to transfer the donated portion of the licence to the Crown and the Crown would apply for a WCO licence in order to establish the priority of a licence. Otherwise, lower priority users downstream could use up the water during a priority call.
 - b) **The licence is amended to add mandatory minimum flow conditions** (Decision 1 and 2). Many older licences were issued with no minimum flow requirements at the point of diversion based on an instream need or instream objective. Where no minimum flow existed before, a transfer might allow for a condition to be placed in the licence to implement a minimum flow. The minimum flow requirement must provide a greater benefit than returning 10% to the stream.
 - c) **Agreements with ESRD Operations Infrastructure Branch (OIB)** are made where the transfer results in amendments to OIB's operating plan or licence to require additional releases so that a greater benefit to the aquatic environment occurs than if 10% was withheld (Decision 9). The benefit is gained via an adjustment in seasonal releases during high demand periods, continual release to the watercourse regardless of demand, and releases are in addition to minimum release requirements of the structure or downstream re-location of the point of diversion so that benefits to more sensitive reaches are realized.
- 3) **The transfer occurs within a non-contributing basin** where the 10% holdback provides no benefit to a WCO, nor would it provide any protection of an aquatic environment (Decision 10). For example, if the transfer is within a hydraulically connected groundwater regime such as a spring where water normally does not make it to a surface watercourse, or if the sub basin in which the transfer occurs is terminal, with no contribution to the SSRB except during a significant flooding event (1 in 100 year flood event or greater).
- 4) **The transfer is forced to occur due to a natural cause and is necessary in order to deal with irreparable damage to an intake or to remove a safety hazard** (Decision 11). Extreme natural events may cause stream-bank damage

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and erosion to the extent that safe access to water intakes or wells is restricted or the intake cannot be repaired. It may be necessary to move a diversion point to another location for these reasons. If that change in diversion point can only be facilitated by a transfer, the application of the 10% holdback could be viewed as not being in the public interest as a result of a safety hazard or the inability to access the water source. Review of the application should take into account that the relocation of the diversion point is necessary only because of a natural occurrence and only to the extent necessary to remove the hazard. The point of use would not be changing in these situations.

Other Principles Around Compelling Reasons

WCO – The WCOs recommended in the SSRB Plan and accepted by policy (APPC, January 16, 2007³) remain the current documented flow standards which give direction on opportunities to increase flows in the highly allocated rivers in the SSRB. As defined in the Water Act, the WCO is the amount and quality of water established by the Director to be necessary for the protection of the aquatic environment as well as to protect other uses (tourism, recreation, waste assimilation, management of fish or wildlife).

The plan acknowledges that established WCOs are “subject to future reviews and refinement in light of improved knowledge and information about the aquatic environment and water quality”. Consideration of the WCO being met as a compelling reason on its own should be reviewed in the context of the site specific conditions surrounding the application at hand, and whether or not further protection of the aquatic environment is needed to the extent that the 10% holdback should be taken.

De Minimis Concept – The De Minimis concept is a legal principle where the subject matter at hand is considered too small to be of any consequence or to be bothered with. For example, a volume of water that is being transferred could be very low, so taking the 10% holdback might be thought of as insignificant or trifling enough to not be bothered with.

Using the De Minimis concept is not considered as a compelling reason to remove the holdback because there are no rules around when a transferred volume becomes too small to be bothered with. This could lead to misuse of this concept to justify any volume as being too small in relative terms, and thus creating a loophole.

³ Alberta Environment. Regional Services Division. Approvals Program Policy Committee. January 16, 2007. Guideline for Implementation of Water Conservation Objectives, established under the Water Act, in the South Saskatchewan River Basin.

Temporary Transfers – Some transfers are designed to be temporary in nature, with the intent for the licence to revert back to the original licensee. The temporary nature of the transfer is not, in itself, considered a compelling reason to not take the 10% holdback.

The 10% holdback will need to be taken at some point and if it is not taken at the time of the original transfer, there is no guarantee that there will be another opportunity, for example when the transfer reverts back or if the licence does not revert back and is renewed for a longer term by the transferee.

Conclusion

Each transfer application is considered on its own individual merits. The Director must be guided by section 83 of the *Water Act* – namely taking the 10% holdback if it is in the public interest to protect to the aquatic environment or to implement a WCO. The general rule is that the 10% is withheld as stated in the SSRB Plan.

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Appendix 1: SSRB Water Management Plan 10% Holdback – Interim Criteria Approval Document

Government of Alberta - Environment

SSRB Water Management Plan 10% Holdback Interim Criteria Approval Document

Issue:

Criteria for the designated Director under the Water Act (the "Director") to consider when determining the "compelling reason" to not apply the 10% or less Water Conservation Holdback (WCH) enabled by the Water Act and the South Saskatchewan River Basin Water Management Plan (the "SSRBWMP").

Authority:

- Water Act, s. 81(1), WAs. 83(1)- provision for water transfer, and up to 10% WCH at the discretion of the Director if it is in the public interest to protect or to implement a water conservation objective (WCO) and if there is authorization in an applicable approved water management plan
- Water Act, s. 82(3)- transfer may only be approved if the Director is satisfied that:
 - (i) volume of water to be transferred does not exceed the volume of water under licence from which the transfer is made
 - (ii) rights of other users are not impaired, and
 - (iii) there is no significant adverse effect on the aquatic environment.
- SSRBWMP -section 2.7.2:-
 - (i) Authorized the Director "to withhold up to 10% of an allocation of water under a licence that is being transferred, if the Director is of the opinion that withholding water is in the public interest to protect the aquatic environment or to implement a Water Conservation Objective";
 - (ii) "Recommended that the Director withhold 10%, unless there is a compelling reason to withhold less";
 - (iii) "Recommended that the withheld water remain in the river through a WCO licence or part of the Crown Reservation".
- Water for Life Action Plan,- Key action 1.5: -
 - (i) "Design and implement regional drinking water and wastewater solutions".

The Act and the SSRBWMP provide the Director with discretionary powers to decide when to take the 10% WCH. The criteria for consideration by the Director being recommended in this document is by no means exhaustive of the situation in which a compelling reason to withhold 10% or less may be found by a Director.

Rationale

- Consistent use of the criteria by the Directors, when considering water allocation transfers in the South Saskatchewan River Basin, will facilitate the creation of regional treated water systems

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Criteria:

It is recommended that when reviewing a water allocation transfer application, in the South Saskatchewan River Basin to facilitate the creation of a regional treated water system, the Director is to consider the following criteria as possible compelling reasons to not apply or reduce the 10% WCH:

- A) The established WCO of the supply source and downstream watercourses is currently being met,*
- B) The established WCO is not being met in the supply source and downstream watercourses but the following use consideration provides compelling reasons:*
 - (i) The applicant licensees i.e. municipality(ies) and/or cooperative(s) are transferring their existing licences to facilitate the creation of regional treated water systems i.e. move the points of diversion but maintain the existing points of use; and,*
 - (ii) The regional treated water system promotes the achievement of Water for Life key action item on design and implementation of regional drinking water solutions (Action no. 1.5).*

Implementation:

- These criteria are effective immediately after approval at Director level;
- The criteria will be forwarded at ADM level to all AENV ADMs.

Recommendation:

- Forward this interim policy at ADM level to all AENV ADMs and an appropriate ADM of Transportation and Municipal Affairs.

Approved:

Original signed by: _____

Date: May 31, 2011

John Taggart, Acting Director
Science Project Team
Environment and Sustainable Resource Development

Appendix 2: Transfer Decisions with No Holdback

The following are summaries of some past decisions approving transfers where the 10% holdback was not taken based on a compelling reason. In some of the decisions given, the compelling reasons cited were valid given the time period and the circumstances surrounding the application but are not relevant today given the guidance provided in this document. They are added to give additional context to the compelling reasons cited overall.

It is important to note that the examples below are only summaries of the decisions made. The entire file relating to the decision should be reviewed to provide the proper perspective if the Director is considering it as a basis for decision.

Several decisions where the 10% holdback was not taken have been made in relation to regional municipal water systems. These decisions were made based on the Interim Criteria document (Appendix 1). Transfer decisions that have been based on the "Interim Criteria Approval Document" are not listed here because these criteria provide clear direction to the decision maker.

1. BGA Sales Ltd to Gouw Quality Onions Ltd. (Lethbridge Office 2004) (NOTE: WCOs were not established in the SSRB when this decision was made. Lack of a WCO, on its own would not be a compelling reason at this time because WCOs are now established)

In the opinion of the Director, withholding 10% of the allocation of water under licence to be transferred was not in the public interest to protect the aquatic environment or implement a water conservation objective since no water conservation objectives were established for the Oldman River. The current Instream Objectives for the Oldman River were met by the operation of the Oldman River Dam and Reservoir. The new licence required that the Instream Objectives established for this particular reach of the Oldman River be met. Additionally, as a result of the transfer process, 41% or 119 acre-feet of the original licence were cancelled and the water remains in the river.

2. United Irrigation District to South-East Alberta Water Co-op (Lethbridge Office 2004)

In the opinion of the Director, withholding 10% of the allocation of water under licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective. This was based on an examination of the flow exceedence curves in the reach during the time period of the diversion. In addition, the licensee agreed to a 33cfs minimum flow being attached to their licence, which previously had no minimum flow requirement, and which is greater than the 5cfs which is the flow rate that would represent 10% of the transferred allocation.

3. John Taylor to HB of Wildrose (Lethbridge Office 2005)

In the opinion of the Director, withholding 10% of the allocation of water under licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective based on the flow in the reach exceeding recommended minimum flows during the time period of the diversion. Also, attachment of the conservation holdback at the existing point of diversion would provide no benefit to the aquatic environment since the existing point of diversion directly accesses the Twin Valley Reservoir which fills during a time when the WCO is being met or exceeded.

4. Adrian Dykstra to Chinook Feeders Ltd. (Lethbridge Office 2006)

In the opinion of the Director, withholding 10% of the allocation of water under licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective based on the flow in the reach exceeding recommended minimum flows during the time period of the diversion. Also, attachment of the conservation holdback at the existing point of diversion would provide no benefit to the aquatic environment since the existing point of diversion directly accesses the Twin Valley Reservoir which fills during a time when the WCO is being met or exceeded.

5. Town of Coalhurst (Lethbridge Office 2006) (NOTE: WCOs were not established in the SSRB when this decision was made. Lack of a WCO would not be a compelling reason at this time because WCOs are now established)

In the opinion of the Director, withholding 10% of the allocation of water under licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective since the diversion point was transferred to a location downstream and no water conservation objectives had been established for the Oldman River at the time. The current (2006) Instream Objectives for the Oldman River were met by the operation of the Oldman River Dam and Reservoir.

6. County of Lethbridge (Hamlets of Shaughnessy, Iron Springs and Turin) (Lethbridge Office 2006) (NOTE: WCOs were not established in the SSRB when this decision was made. Lack of a WCO would not be a compelling reason at this time because WCOs are now established)

In the opinion of the Director, withholding 10% of the allocation of water under the licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective since the water would remain in the stream between the old and new points of diversion. No water conservation objective had been established for the Oldman River at that time, and the Instream Objectives for the Oldman River would not be affected based on the modeling results for this project.

7. D'Arcy Ranch (Calgary Office 2006)

In the opinion of the Director, 10% of the allocation of water under the licence to be transferred should not be taken to implement a water conservation objective for the following reasons:

- a) The transfer resulted in cancellation of a portion of licence being transferred that was greater than 10% of the total licence.
- b) The existing licence belonging to the transferee was reduced by greater than 10% of the transferred licence.

8. John Taylor to Hutterian Brethren of Wildrose (Lethbridge Office 2007)

In the opinion of the Director, withholding 10% of the allocation of water under the licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective. Both the old and new points of diversion are both located on Twin Valley Reservoir. The only beneficiary of a 10% holdback would be a junior licensee downstream of the reservoir. All WCOs would be unaffected; therefore 10% was not withheld. Attachment of the conservation holdback at the existing point of diversion on Twin Valley Reservoir provided no benefit to the aquatic environment.

9. Town of Coaldale (Lethbridge Office 2009)

In the opinion of the Director, withholding 10% of the allocation of water under the licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective based on the following:

- a) This transfer was a downstream movement of water such that the licensed withdrawal of water will occur at a point of diversion downstream of the original point of diversion resulting in a net benefit to the water body.
- b) The St. Mary Headworks licence was amended such that the allocation being transferred would be released from the Headworks at a higher rate in the summer and a lower rate in the winter resulting in a net benefit to the St. Mary River during the high demand parts of the year.
- c) The entire allocation of the transferred licence would be released whether the town requires the volume or not.
- d) The release from the St. Mary dam would be in addition to the minimum flow requirements as dictated by the conditions on the Headworks licence.
- e) A condition of the transferred licence would assign the point of administration of priority for the transferred allocations to the St. Mary River, protecting the water user along the Oldman River.
- f) The applicant has consented to the implementation of items (b), (c) and (d) based on no holdback being applied to the transfer.

If a 10% holdback was applied to the transfer without items (b), (c) and (d), the net benefit to the St. Mary River would be less than applying items (b), (c) and (d) with no holdback taken.

10. Town of Nanton (Lethbridge Office 2013)

In the opinion of the Director, withholding 10% of the allocation of water under the licence to be transferred would not be in the public interest to protect the aquatic environment or implement water conservation objective based on the following:

- a) Since there is no effect of this transfer on any other water users or an aquatic environment, it was not considered in the public interest to withhold 10% of the allocation. The transfer was required to provide an allocation to an existing rural pipeline system from a groundwater spring source. No surface water system existed as a result of the development of the spring.
- b) There is no change to the point of diversion on the source of supply, only changes in the points of use. The transfer was required to provide clarification to the rights and obligations of the users on a system that had been in existence for over 50 years.
- c) The extenuating circumstances surrounding the Department's requirement for metering necessitated the transfer provisions of the Act to more clearly define the beneficial use of the project to rural water users.

11. Mountain Meadows Development Corporation (Lethbridge Office 2013)

In the opinion of the Director, withholding 10% of the allocation of water under the licence to be transferred would not be in the public interest to protect the aquatic environment or implement a water conservation objective based on the following:

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- a) Since there was a significant public safety issue regarding the existing well, it was not considered in the public interest to withhold 10% of the allocation.
- b) The extenuating circumstances surrounding the access issue resulted in the new well being located in close proximity to the old well, but on a new quarter section. This necessitated the transfer provisions of the Act to be considered rather than the new well being considered a replacement well and treated as an amendment to the existing licence.
- c) The new well was drilled in the same aquifer and is accessing the same source of supply with no changes to the source of supply.

Original signed by: _____

Date: March 5, 2015

Andy Ridge, Director
Water Policy Branch
Environment and Sustainable Resource Development



TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date October 13, 2016 Policy: 401-16-
Reference: 401-16	Revision Date/by: 2021
Title: Water Stewardship Policy	

Policy Statement

The Town of Pincher Creek, in proactively addressing long-term imbalances of water demand and availability, and as committed members of both the Oldman Watershed Council and the Pincher Creek Watershed group will provide guidelines for water stewardship for drought and water scarcity events.

1. Definitions:

- 1.1 “**Council**” shall mean the Council for the Town of Pincher Creek, in the Province of Alberta.
- 1.2 “**CAO**” shall mean the Chief Administrative Officer of the Town of Pincher Creek, in the Province of Alberta.
- 1.3 “**Director of Operations**” shall mean the person appointed by the Town of Pincher Creek as the Director of Operations.
- 1.4 “**Water Shortage**” shall refer to any condition, which results in or has potential to result in depletion of water resources.
- 1.5 “**Water Conservation**” shall refer to the willing act of mindfully utilizing water with the intention of reducing total consumption so as to prevent depletion of water stores.
- 1.5 “**Water Restriction**” shall refer to the mandatory limiting of available water usage and/or the limitation of function water may be used for.
- 1.6 “**Commercial Users**” shall refer to any usage with the intention and/or potential to yield a profit.
- 1.7 “**Private Users**” shall refer to personal use without the intention and/or potential to yield a profit.
- 1.9 “**Water Sharing**” shall refer to any large scale water usage and/or access to water on behalf of the Town of Pincher Creek’s water license.

2. Responsibilities:

- 2.1 **CAO**
 - 2.1.1 To ensure that this policy is adhered to.

2.3 Director of Operations

- 2.3.1** Will ensure that the Operations Department follows the priorities set within this policy.
- 2.3.2** Will be responsible to monitor conditions and assess the potential for water shortage.
- 2.3.3** Will initiate the appropriate corresponding conservation/restriction measures for the conditions in conjunction with any Federal or Provincial guidelines and/or communications.

3. Procedures

- 3.2** All conservation/restriction measures being implemented by the Town of Pincher Creek will be communicated on the Town's official website and will be posted on officially verified Town of Pincher Creek social media.

4. Water Restriction Stages and Associated Consumption Guidelines

4.1 Stage 1 – Voluntary Water Conservation

- 4.1.1** – Watering with sprinkler/irrigation system (lawn, garden, trees or shrubs etc.)
At the consumers' discretion
- 4.1.2** – Watering with a spring-loaded nozzle with automatic shut-off, connected to a hose (garden, trees or shrubs etc.)
At the consumers' discretion
- 4.1.3** - Watering with a hand –held container (gardens, trees or shrubs etc.)
At the consumers' discretion
- 4.1.4** - Watering of new grass (sod within 21 days, seed within 45 days)
At the consumers' discretion
- 4.1.5** - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.)
At the consumers' discretion
- 4.1.6** - Private & Commercial pressure washing (car washes etc.)
At the consumers' discretion
- 4.1.7** - Using water for filling (outdoor decorative features, fountains, etc.)
At the consumers' discretion
- 4.1.8** - Using water for filling (swimming pools, wading pools, hot tubs, etc.)
At the consumers' discretion
- 4.1.9** - Using water for construction purposes (grading, compaction, dust control, etc.)
At the consumers' discretion
- 4.1.10** –Water sharing
At the discretion of the Council

4.2 Stage 2 – Mandatory Water Restriction

- 4.2.1** – Watering with sprinkler/irrigation system (lawn, garden, trees or shrubs etc.)
Watering times - 6am - 10am & 7pm - 11pm
Even-numbered addresses - Wednesdays Only
Odd-numbered addresses - Thursdays Only
- 4.2.2** – Watering with a watering can for flowers only.
Watering times - 6am - 10am & 7pm - 11pm
Even-numbered addresses - Wednesdays Only
Odd-numbered addresses - Thursdays Only

- 4.2.3 - Watering with a hand –held container (gardens, trees or shrubs etc.)
Allowed
- 4.2.4 - Watering of new grass (sod within 21 days, seed within 45 days)
Watering times - 6am - 10am & 7pm - 11pm
Even-numbered addresses - Wednesdays Only
Odd-numbered addresses - Thursdays Only
- 4.2.5 - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.)
Only for health and safety purposes or to prepare for painting or similar treatment. Washing for aesthetic purposes is prohibited
- 4.2.6 - Private & Commercial pressure washing (car washes etc.)
Allowed
- 4.2.7 - Using water for filling (outdoor decorative features, fountains, etc.)
Not allowed
- 4.2.8 - Using water for filling (swimming pools, wading pools, hot tubs, etc.)
Discretionary
- 4.2.9 - Using water for construction purposes (grading, compaction, dust control, etc.)
Discretionary
- 4.2.10 - Water sharing
At the discretion of the Council

4.3 Stage 3 – Mandatory Water Restriction

- 4.3.1 – Watering with sprinkler/irrigation system (lawn, garden, trees or shrubs etc.)
Not allowed
- 4.3.2 – Watering with a watering can for flowers only.
Watering times - 6am - 10am & 7pm - 11pm
Even-numbered addresses - Wednesdays Only
Odd-numbered addresses - Thursdays Only
- 4.3.3 - Watering with a hand –held container (gardens, trees or shrubs etc.)
Allowed
- 4.3.4 - Watering of new grass (sod within 21 days, seed within 45 days)
Watering times - 6am - 10am & 7pm - 11pm
Even-numbered addresses - Wednesdays Only
Odd-numbered addresses - Thursdays Only
- 4.3.5 - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.)
All forms of hosing of outdoor surfaces are prohibited unless ordered by a regulatory authority for health and safety reasons (i.e. public health inspector or WCB etc.)
- 4.3.6 - Private & Commercial pressure washing (car washes etc.)
Private use - Not allowed
Commercial use - Allowed
- 4.3.7 - Using water for filling (outdoor decorative features, fountains, etc.)
Not allowed
- 4.3.8 - Using water for filling (swimming pools, wading pools, hot tubs, etc.)
Not allowed
- 4.3.9 - Using water for construction purposes (grading, compaction, dust control, etc.)
Not allowed
- 4.3.10 - Water sharing
At the discretion of the Council

4.4 Stage 4 – Mandatory Water Restriction

4.4.1 – Watering with sprinkler/irrigation system (lawn, garden, trees or shrubs etc.)

Not allowed

4.4.2 – Watering with a watering can for flowers only.

Not allowed

4.4.3 - Watering with a hand –held container (gardens, trees or shrubs etc.)

Not allowed

4.4.4 - Watering of new grass (sod within 21 days, seed within 45 days)

Not allowed

4.4.5 - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.)

All forms of hosing of outdoor surfaces are prohibited unless ordered by a regulatory authority for health and safety reasons (i.e. public health inspector or WCB etc.)

4.4.6 - Private & Commercial pressure washing (car washes etc.)

All forms of hosing of outdoor surfaces are prohibited unless ordered by a regulatory authority for health and safety reasons (i.e. public health inspector or WCB etc.)

4.4.7 - Using water for filling (outdoor decorative features, fountains, etc.)

Not allowed

4.4.8 - Using water for filling (swimming pools, wading pools, hot tubs, etc.)

Not allowed

4.4.9 - Using water for construction purposes (grading, compaction, dust control, etc.)

Not allowed

4.4.10 - Water sharing

At the discretion of the Council

4.5 All other water usage - at the discretion of the Director of Operations.

5. End of Policy

TO: Wendy Kay, Chief Administrative Officer
FROM: Leo Reedyk, Director of Operations
SUBJECT: Policy C-PW-004 Road Maintenance Policy - Brushing

1. Origin

At their March 26, 2016 meeting, Council adopted Policy C-PW-004 – Road Maintenance Policy. At their February 14, 2017 meeting, Council directed administration to develop and implement a plan to remove trees and brush in our ditches that cause snow drifting on our roads.

2. Background:

Public works identified approximately 60km of roads with trees, brush or significant encroachment that should be included in the plan. This translates to 120km of ditches to program. Costs for contract brush removal are:

- \$900/100M for 8”-20” trees/brush;
- \$600/100M for 4”-7” trees/brush;
- \$300/100M for 1”-3” trees/brush.

Averaging the size and cost at \$600/100M equals \$6,000/KM or an estimated total of \$720,000.

Policy 300 Road Maintenance Policy, Section 3.7 identifies some of the conditions and reasons for brushing road right of ways. Section 5.0 identifies the frequency of clearing of road right of ways in the various classifications of roads that average every five (5) years. Given the existing conditions and estimated costs, \$144,000 could be spent contracting brush removal on an annual basis. Synergies could be realised where land owners are replacing fence as brushing could be completed on either side of the fence without having to work around an existing fence.

Prioritisation of segments of road is done based on safety in sight triangles and road classification. A Proposed Road Classification map dated December 2014 identifies roads by classification including arterial, collector, local, unimproved and privately maintained. The classifications were developed using the criteria in the Municipality’s Development and Engineering Standards, Section 8.2.

Adopting the Road Classification map would assist in prioritising tree/brush removal activities by class of road.

3. Recommendation:

THAT the report from the Director of Operations, dated September 20, 2017, regarding Policy C-PW-004 Road Maintenance Policy - Brushing be received;

AND THAT Council adopt the December 2014 Road Classification map as presented;

AND FURTHER THAT Council consider funding for the road brushing program in 2018 budget deliberations.

Respectfully Submitted,

Leo Reedyk

Attachments

Reviewed by: Wendy Kay, Chief Administrative Officer  Date: 

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

1.0 LEGISLATION

Municipal Government Act, M-26, RSA 2000

Highways Development and Protection Act, H-8.5, RSA 2004

2.0 PURPOSE

The Municipal District of Pincher Creek No.9 (MD) is the only agency responsible for the overall management of the municipality's road system. This responsibility must be carried out to ensure the safety of the public is achieved and that effective maintenance and management practices are strictly adhered to at all times.

Maintenance activities includes the smoothing of the road surface, arranging for spot road repair (gravel) and redistribution of gravel, the control of encroaching vegetation, bridges and drainage systems and signage. Essentially, ensuring the road surfaces are safe to travel on.

The Policy will be reviewed annually with the intent of Council and Public Works bringing forward comments on:

- policy revisions;
- road classifications, requirements for upgrades or downgrades in a roads classification;
- repairs or concerns that require maintenance;
- projects to be considered in the capital program; and
- a review of completed projects.

The annual review will include a road tour with Council.

The Road Maintenance Policy will provide Public Works with clear direction from Council on the level of maintenance effort as it relates to the Municipalities roads.

3.0 ROAD CLASSIFICATION

The MD has adopted a road classification system that is fully described in the Municipalities Development and Engineering Standards, Section 8. The roads in the municipality are grouped into 6 classifications:

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

3.1 Arterial Roads

Arterial roads serve the purpose in collecting local traffic and funneling the traffic to the primary and secondary highways, equivalent to secondary highways or communities

3.2 Collector Roads

Collector roads are generally used for local traffic to access other local roads, arterial roads or provincial highways.

3.3 Local Roads

Local roads are typically used to access no more than 4 residences and not used for flow through traffic.

3.4 Unimproved Roads

Unimproved roads do not provide access to a residence. These roads are normally not utilized by other traffic and may or may not see any regular maintenance

3.5 Private Roads

Private roads are not on a statutory road allowance or road plan. It may be indicated as an easement on title or in renderings in a plan of subdivision. No maintenance is scheduled.

3.6 Urban Roads

Urban roads are streets and lanes within the municipality's hamlets.

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

4.0 MAINTENANCE LEVELS OF SERVICE

4.1 Hard Surface Maintenance

Hard surfaces include asphalt, chip seal and cold mix asphalt surfaces. These surfaces will be inspected for cracks and defects that allow water under the surface. These defects will be repaired on a priority basis to minimize the damage that may occur. Cold mix roads requiring repair will be programmed for upgrade in the annual operating budget. Additional segments of road recommended for hard surface will be brought forward to Council by Public Works with traffic counts to substantiate the upgrade.

4.2 Grading

Gravel surface maintenance is required to provide a reasonably smooth and safe roadway for the motoring public, taking into consideration weather and traffic conditions.

Regularly scheduled road inspections should be carried out to ensure that the required level of service is maintained. Due to changing traffic volumes or excessively wet conditions it may be necessary to schedule more frequent inspections.

Roadway surfaces should be bladed to remove all potholes, washboards and ruts. When these defects continually reappear quickly following grading, Public Works should add the locations to areas to recommend to Council for ongoing dust suppression or surface stabilization treatments.

The roadway should be maintained to have a uniform crown of 3-5% and all curves must be bladed in such a manner as to maintain the designed super elevation. The crown of the main roadway should be maintained through the intersection, while the crown on the intersecting roadway should be feathered back. The road surface should be kept free and clear of all large rocks that may appear after normal blading.

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

All approaches to bridge decks and railway crossings should be bladed in such a manner as to ensure that the bridge deck and the railway crossing surface is kept clear of all excess material. All crossings should be regularly inspected to ensure that blading operations have not damaged the crossing. Any damage to the crossing should be immediately reported to the railway operator.

4.3 Shoulder Maintenance

Shoulder maintenance (pulling of shoulders) should be done on all arterial roads on an as required basis. The roadway should be inspected annually to determine whether pulling of shoulders is required.

Shoulder maintenance will be required when the shoulders of the road push out, the crown rate of the roadway becomes flatter than 1%, or the cross section is wider than designed and not properly draining. Typically, shoulder maintenance will be required prior to the commencement of re-gravelling operations.

The roadway should be inspected in the late fall of each year for the purpose of condition rating. A roadway should be considered for re-gravelling when it exhibits any of the following characteristics:

- excessive loss of surface gravel.
- numerous bald or shiny spots.
- clay balls on the shoulders after blading.
- excessive rutting.

Ultimately, the condition, width, traffic type and traffic volume of the roadway will dictate the application rate of gravel. The suggested rate of gravel application for collector roads is $350\text{m}^3/\text{km}$ at construction, then $150\text{m}^3/\text{km}$ or as required.

Prior to re-gravelling operations, the roadway should be reshaped to the proper crown rate and width. If required, it may be necessary to "pull shoulders".

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

4.4 Roadside Vegetation Control

Vegetation Control will be done with rotary mowers on all Arterial, Collector and local roads annually as a means of minimizing drifting snow issues. Residents who wish to cut the vegetation and bale it can get a “hay Permit” to allow them to do so on segments of road. Vegetation along Urban roads will be managed with mowers designed for that purpose.

Agricultural Services Department staff will manage weeds within road right of ways, and will coordinate with the Public Works department to ensure that their spraying efforts are maximized by the timeliness of mowing operations.

4.5 Railway Crossing Maintenance

Crossing maintenance is required to ensure a safe crossing for the motoring public and the railway operator. All crossings should be inspected weekly and also immediately following the completion of any maintenance activity that has been carried out in close proximity to the crossing.

All crossings should be kept clear of all debris, gravel, snow and ice resulting from roadway maintenance activities. When roadway maintenance affects the operation of the railway, the railway operator must be notified prior to the commencement of the work. All crossings should be signed.

The railway operator should be notified immediately of conditions that may interfere with the safe operation of the crossing. Loose planking or rail damage should be reported to the railway operator as soon as possible.

4.6 Guardrail

Guardrail is used to protect vehicles from three major hazards: roadside obstacles, permanent bodies of water, and steep slopes or high embankments.

Proper maintenance of guardrail is critical to safe operations. Improperly installed or maintained guardrail can be more of a hazard than the feature they guard.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

Guardrail should be inspected annually to ensure proper and effective operations; guardrail that is prone to damage should be inspected more frequently. If guardrail causes a snow drift hazard that is more severe than the original hazard the guardrail was intended to protect against, the installation should be re-evaluated.

Cable guardrail systems will be used for all new guardrail in the municipality as it allows for better gravel recovery, minimizes snow drifting and is more economical to install.

4.7 Brush Control

Brush, which has become established, in the right-of-way by suckering or inadvertent seed drop should be removed where necessary in order to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches;
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds, created by traffic on a gravel road.

Brush control is best performed before the vegetation reaches 2 meters in height or before sight distance becomes impaired.

Brush control requirements should be reviewed and prioritized on an annual basis. A Brush Control Program should be developed by early fall each year. Depending on the proximity to adjacent water bodies the Agricultural and Environmental Services Department may be asked to spray out encroaching brush.

After brush control operations have been completed, all cuttings larger than 10 centimeters in diameter or longer than 50 centimeters should be removed and properly disposed of. Mechanical brushing may produce debris small enough to leave in the right-of-way.

When deemed necessary because of maintenance or safety issues, the removal of shrubs and trees within an existing right-of-way, will be considered following a discussion with the adjacent landowner. Shrubs or trees within the sight triangle at intersections will be removed.

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

4.8 Drainage Systems

In order to maintain the roadway in optimum condition, water must be kept from saturating the subgrade and also from eroding the roadway. Bridge and culvert installations provide relief for natural drainage channels and also prevent undue accumulation and retention of water on and adjacent to the roadway.

All bridges are inspected on a rotational frequency and inspection information is forwarded to Alberta Transportation to be included in the Bridge Inspection and Maintenance system (BIM). Bridges include major bridges, minor bridges and culverts in excess of 4' (1200mm). All culverts should be inspected regularly to ensure proper and effective operations. During rain events operators noticing standing water are to report the location to ensure that local culverts can be inspected.

Properly installed and maintained culverts will protect the roadway against storm and subsurface water damage. The capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

Culverts that are prone to freezing should be inspected in the early spring. Culverts that become plugged with ice during spring runoff should be steamed open as soon as is practical.

Maintenance of culverts will include silt removal and on occasion, spring steaming on an as required basis.

Ditches that become "silted in" or blocked can alter the natural drainage patterns thus causing flooding. Periodic maintenance of ditches may be required to ensure that drainage ditches are functional and that they are capable of carrying out their design flows.

All ditches, especially those with heavy flows and those subject to flooding or erosion, should be inspected each spring or during peak flow periods to ensure proper operation.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

4.9 Snow and Ice Control

Plowing of roadways should be commenced when snow accumulations reach 10-15 centimeters on the roadway. However, if drifting conditions prevail, plowing operations may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

During the first snowfall, it is desirable to mix snow into the loose gravel to stabilize the surface material when it freezes. This minimizes future gravel loss from snow plowing.

Ice blading may become necessary if the roadway becomes slippery due to compacted snow or ice. Ice blading roughens the surface for improved traction. Care must be taken to minimize gravel loss.

The highest priority for snow removal and ice control activities will need to be consistent with the MD's Policy 303, Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces that reflects how the MD addresses its priorities. Note that the current policy states that "first priority on gravel roads will be school bus routes".

4.10 Snow Fence

Snow fence should be placed in areas where snow drifting is prevalent to reduce snow accumulation on roadways, in Hamlets and to improve visibility. The location of the snow fence and the decision to use temporary or permanent snow fence will be determined by local conditions and past experience in consultation with the land owner.

Snow fencing should be installed after farming operations have been completed and prior to winter. Snow fence should be located 25-40 meters from the centerline of the roadway. Typically, the drift formed by the snow fence will extend for a distance of approximately 10 times its height. The snow fence should be removed early in the spring to avoid conflicts with the landowner's operations. All debris must be removed and properly disposed of (wire, lath, etc.).

Public Works will consider comments from residents, school bus operators and equipment operators when determining placement of new snow fence.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

Where temporary snow fence is installed year after year, Public Works will inquire of the land owner if permanent snow fence can be installed. Permanent Snow Fence is preferred to the installation of temporary fence on an annual basis.

4.11 Traffic Signs

The municipality has the authority under both the *Municipal Government Act* and the *Highway Development and Protection Act* to erect traffic controlling devices at any location that is considered necessary for safely controlling and managing of its transportation and traffic systems. A sign management program that includes annual inspections, ongoing maintenance, reporting, repairs and maintenance is part of Public Works responsibility. This program shall ensure that proper signs are erected and are fully functional as traffic controlling devices ensuring the safety of municipal roads.

4.12 Texas Gates

The Municipal District's Policy 302 – Texas Gates, identifies the procedure for application and installation of Texas Gates in road right of ways. Once installed Public Works will ensure that the Texas Gate operates as designed, provides a surface suitable for the traffic on the road and that operators maintaining the road do not fill the well with gravel while grading.

Annual inspections will confirm the Texas Gates integrity and if any structural repairs or cleaning of the well is required.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

5.0 TABLE OF SERVICE FREQUENCIES

Activities	Arterial	Collector	Local	Unimproved	Urban
Hard Surfaces					
Crack Sealing	Annual	Annual	N/A	N/A	Annual
Line Painting	3-5 Years	3-5 Years	N/A	N/A	3-5 Years
Grading					
Maintenance Grading	12-18/Year	10-12/Year	4-6/Year	1/Year	As Required
Potholes/Washboard	Within Week	Within Week	Within 2 Weeks	N/A	Within Week
Re-Gravelling					
Rate/Area	100-150m3/km	100-150m3/km	100-150m3/km		
Frequency	1-2 Years	1-3 Years	2-4 Years	N/A	N/A
Guardrail					
Inspection Frequency	Each Annually	Each Annually	Each Annually	N/A	Each Annually
Brushing					
Rate/Area	20-30m ROW	20-30m ROW	20m ROW	N/A	20-30m ROW
Frequency	Every 5 Years	Every 5 Years	Every 5 Years	N/A	Every 5 Years
Culverts					
Rate/Area	Each Early	Each Early	Each Early	Each Early	Each Early
Frequency	Spring	Spring	Spring	Spring	Spring
Ditches					
Rate/Area	All Ditches	All Ditches	All Ditches	All Ditches	All Ditches

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-004

TITLE: ROAD MAINTENANCE

Approved by Council

Date: March 22, 2016

Revised by Council

Date:

Frequency	Early Spring	Early Spring	Early Spring	Early Spring	Early Spring
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Snow Removal - Policy 303 Defines Snow Removal Priorities					
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Rate/Area	Road Surface & Side Slope	Road Surface & Side Slope	Road Surface	If Required	Road Surface
Frequency	As Required	As Required	As Required	As Required	As Required

Traffic Signs					
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Rate/Area	Each Location	Each Location	Each Location	Each Location	Each Location
Repair Frequency	As Required	As Required	As Required	As Required	As Required
Regulatory Signs (Stop, Yield)	Within a week of being reported	Within a week of being reported	Within a week of being reported	Within a week of being reported	Within a week of being reported
Information Signs	Within a month of being reported	Within a month of being reported	Within a month of being reported	Within a month of being reported	Within a month of being reported
Direction Signs	Within a month of being reported	Within a month of being reported	Within a month of being reported	Within a month of being reported	Within a month of being reported

Texas Gates - Policy 302 Identifies Specifications and Procedures for Placement					
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Rate/Area	Each Location	Each Location	Each Location	N/A	N/A
Frequency	Annually	Annually	Annually	N/A	N/A



8. ROADWAYS

8.1 GENERAL

Road construction standards and specifications to conform to the current Alberta Transportation standards for rural roadways or current City of Lethbridge standards for urban roadways, unless amended herein. Where no applicable specification is referenced the developer shall use the stricter of Alberta Transportation or the City of Lethbridge specifications.

8.2 CLASSIFICATION

Roadways within the Municipal District shall be classified into the following categories:

Provincial - Primary and secondary highways that are maintained by the Province and Sustainable Resource Development (SRD), forestry roads that are maintained by the municipality on a frequency identified by the M.D..

Arterial - Standard roadway width of 8.0 metres. Statutory road or Road Plan exists; more than 9 developments or development agreements to which approved and constructed approaches are required; or any combination of numbers of developments requiring an approach and 5 or more private, local, collector or arterial roads along its length; may also include high seasonal use; must end in a provincial primary or secondary highway or access to another jurisdiction (town/village, SRD); only road type approved for pavement. Priority one summer maintenance. 250 to 400+ Annual Average Daily Traffic (AADT).

Collector - Standard roadway width of 7.0 metres. Statutory road or Road Plan exists; more than 3 developments or development agreements on file on adjacent properties to which approved and constructed approaches are required; or none to many developments along the road or channels traffic to 2 or more local roads or private roads from an arterial road, provincial highway or another jurisdiction (town/village, SRD); may be hard surfaced, may be upgraded to arterial if paved. Usually fewer than 250 Annual Average Daily Traffic (AADT).

Local - Standard roadway width of 6.0 metres. Statutory road or Road Plan exists; less than 4 developments or development agreements on file (residential or building permits approved) on adjacent properties; approved and constructed approaches are required to properties adjacent to the road; legal and practical access requirements must be available for accessing adjacent property (an unimproved road would convert to a local road as soon as a building permit for a cabin-in-the-woods was approved); may be upgraded to collector only if a private road approach accesses a grouped country subdivision. Usually less than 25 Annual Average Daily Traffic (AADT).



Unimproved - Standard roadway width of 6.0 metres. Statutory road or road plan exists; no development permit on file or development agreement for any adjacent property along its length; example is a bare-land trail or one with minimal maintenance such as blading ruts, gravel in low spots; often has seasonal access restrictions (summer only), access may be limited by topography, hydrology, forest cover or rock fall; provides 'legal access only' as required by Municipal Government Act for statutory adjacent property access. May or may not have daily traffic.

Private - No statutory road allowance or road plan exists, or road is listed on title and/or included as an easement or in renderings in a plan of subdivision.

Urban - Streets and Lanes located within hamlets.

8.3 GEOMETRIC DESIGN STANDARDS

Geometric design shall be in accordance with:

- The Transportation Association of Canada (TAC) Manual - Geometric Design Standards for Canadian Roads and Streets latest edition.
- Alberta Transportation Highway Geometric Design Guide.
- City of Lethbridge Design Standards

The following are general minimum requirements and shall be used in the design of roadways.

Roadway cross-sections shall be as defined by the Standard Drawings and design standards specified above. Curb and gutter will be required in some areas, at the discretion of the M.D..

Straight face curb and gutter shall be constructed on all streets, in accordance with the design Drawings. With written approval by the M.D. Administrator, rolled curb and gutter may be constructed in accordance with the drawings.

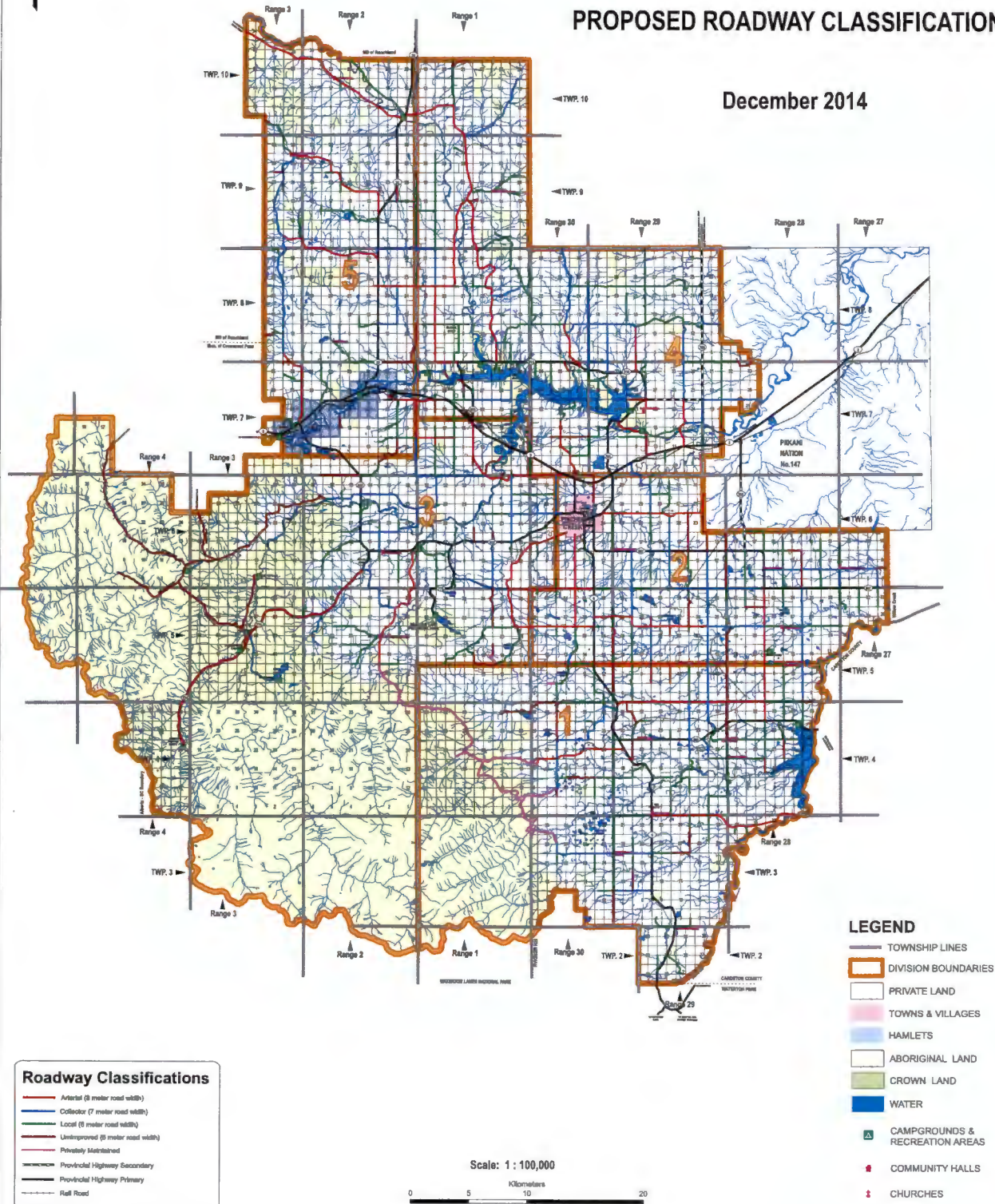
Separate Sidewalks shall be preferred, although conditions requiring monolithic sidewalks may occur. Separate sidewalks shall be 1.5 m wide and shall be constructed in accordance with the Standard Drawing, with written approval by the M.D. Administrator. Monolithic curb, gutter and sidewalks may be constructed in accordance with the Standard Drawing. Sidewalks shall be clear of all obstructions including surface utilities. Sidewalk locations shall be in accordance with the Standard Roadway Drawings. Wider sidewalks may be required in areas of high pedestrian activity, as determined by the M.D. Administrator.

Rear lanes (alleys) shall have a surfaced width of 5.5 m within a 6.0 m right-of-way. Where rear lane traffic activity is expected to be high, such as certain commercial developments, a wider surfaced width and right-of-way may be required as determined by the M.D. Administrator.

MUNICIPAL DISTRICT OF PINCHER CREEK No. 9

PROPOSED ROADWAY CLASSIFICATIONS

December 2014



Roadway Classifications

- Arterial (9 meter road width)
- Collector (7 meter road width)
- Local (6 meter road width)
- Unimproved (5 meter road width)
- Privately Maintained
- Provincial Highway Secondary
- Provincial Highway Primary
- Rail Road

LEGEND

- TOWNSHIP LINES
- DIVISION BOUNDARIES
- PRIVATE LAND
- TOWNS & VILLAGES
- HAMLETS
- ABORIGINAL LAND
- CROWN LAND
- WATER
- CAMPGROUNDS & RECREATION AREAS
- COMMUNITY HALLS
- CHURCHES

Scale: 1 : 100,000



MD of Pincher Creek - Internal Use Only
 Project No: C:\GIS\InfoSys\AMM\AMM_Road_Classification\Project\MD\MD\RoadClassification_V11.mxd

Beaver Mines Water and Wastewater Project Briefing

September 21, 2017 updates in Bold

The Beaver Mines Water and Wastewater project is broken into three components for tracking and discussion purposes, water supply, water distribution and wastewater collection, and wastewater treatment.

Further capacity study was required following the Provincial Governments announcement of supplying water for Castle Parks and Castle Mountain Resort through the Regional Water System. A meeting was held with Alberta Environment and Parks, Alberta Tourism, Alberta Transportation, MPE Engineering and the MD to discuss some of the technical issues associated with supplying water to Castle Parks and Castle Mountain Resort. A meeting with Castle Mountain Resort staff identified historical use and provided insight into the long term development requirements for water, excluding water for making snow. Note: The water line to the Castle Mountain Resort is not intended to supply water for snow making. The final report of the Castle Area Servicing Study was provided on August 4, 2017.

A project information meeting is being held September 27, 2017 in the Coalfields Hall from 4:00 to 7:00 pm.

- 1) The water supply project includes water treatment plant upgrades, piping to the Hamlet including a booster pump station along the route, and a reservoir and re-chlorination unit.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. The project is in the detailed design phase in order to prepare a tender to go out in the spring of 2017. A prequalification tender for contractors has been initiated, and will close on June 26, 2017, to be followed by a tender for the pipeline and mechanical components. 15 pipeline contractors and 7 mechanical contractors responded to the prequalification processes.
 - c. MPE Engineering is doing a detailed survey of the Hamlet to confirm elevations of homes. A letter of introduction from the MD is being supplied to residents requesting the surveyors be allowed onto private property. Ongoing.
 - d. Negotiations with landowners is continuing and we will know in June the pipeline route. Legal documents are being prepared for signatures. **Completed.**
 - e. Confirmation of the reservoir site layout has been finalized.
 - f. Construction for this component of the project is tentatively scheduled for completion in the spring of 2018.
 - g. Location of Booster Pump Station **is finalized.**
 - h. Capacity issues with the Regional Water System infrastructure from the Oldman dam reservoir to Beaver Mines resulting from the Castle Area Servicing were identified and have now been incorporated into the systems design.
 - i. Prequalification of Pipeline and Mechanical contractors is complete. The pipeline contract tender documents have been distributed to pipeline contractors. The mechanical tender documents will be distributed in September/**October.**
 - j. The Pipeline Tender closed on August 30, 2017 with 6 tenders being submitted. The low tender was L.W. Dennis Contracting Ltd with a tender of \$2,384,110.58.

Beaver Mines Water and Wastewater Project Briefing

- 2) The water distribution and wastewater collection component of the project includes the installation of pipes in the Hamlet to connect residents to the water reservoir and to connect to the wastewater treatment force main.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. At project start up meeting with MPE Engineering, options that provided fire flow water capacity and gravity waste water collection for all sites were chosen. These options were also noted as preferred at meetings held with local residents.
 - c. The detailed design phase of the project is expected to take most of 2017 with the tender happening sometime in the winter of 2017/2018.
 - d. It is not expected to be constructed until 2018 or later, as in addition to being able to tie into the reservoir, connection to a wastewater system for residents requires, that a wastewater treatment system is operational as well.
 - e. Where required, easements for utility crossings on private land are being identified. Consultation with land owners has been initiated.

- 3) The wastewater treatment system component of the project includes a force main to the wastewater treatment lagoon system from the Hamlet.
 - a. The Municipal District is awaiting word in the spring of 2017 on a grant application for this component of the project. On May 29, 2017 the Province announced the AMWWP grant funded projects, no grant was received for this project in 2017.
 - b. Land negotiations for an easement for a wastewater force main are ongoing.
 - c. Council has yet to commission detailed design of this component of the project.
 - d. Council has requested additional information on the Mill Creek site access.
 - e. Meetings with area residents were held to discuss preliminary details of the project and to listen to their concerns.
 - f. A meeting to discuss access to the Mill Creek site was held with the local landowner and MPE engineering. Options on access have been developed and are awaiting review and comment.

Director of Operations Report September 20, 2017

Operations Activity Includes:

- September 7, Agricultural Service Board meeting;
- September 8-19, Kenow Wildfire;
- September 10, Budget Development;
- September 18, Level 2 Water Emergency.

Agricultural and Environmental Services Activity Includes:

- September 6, Therriault Dam management;
- September 5-6, roadside spraying, Blueweed & Spotted Knapweed;
- September 5-8, CFIA permit renewals;
- September 5, Gravel Pit Reclamation Certification process
- September 6, PW Safety Meeting;
- September 7, ASB Meeting;
- September 7, AES Department Budget Review;
- September 8, roadside spraying, highways
- September 11-15, Environmental Construction Operations Plan for South Todd Creek Tributary;
- September 11-19, Emergency Operations Centre assigned duties;
- September 19, South Todd Creek Tributary; project meeting;
- September 19, AAAF Education Committee conference call;
- September 19, assessment of Kenow Wildfire from a soil erosion standpoint;

Public Works Activity Includes:

- Bridge Deck repair on Spread Eagle, Bonertz and Lank;
- Move and adjust temporary intake pump multiple times;
- First Aid training;
- Bridge inspections;
- Skyline Texas gate replacement;
- Place and maintain barricades for fire;
- Sign and fence repair;
- Culvert install on West end of Toney Drive;
- Install wind socks at airport;
- Kenow Fire assistance as required;
- Ditch mowing after rain;
- DFO requested changes to BF75737;
- Divisional maintenance as usual.

Upcoming:

- September 21, Budget deliberations;
- September 25, Policy and Plans meeting
- September 25, Patton Park Society AGM;
- September 26, Council Meeting;
- September 27, Beaver Mines Water and Wastewater Information Session.

Project Update:

- Community Resilience Program
 - Regional Water System Intake Relocation – Project is included in the Beaver Mines Water Supply Mechanical tender, phased to be completed first of the 4 mechanical sites.
- Capital Projects
 - Bridge File 75737 Project contractor default, work is progressing to get BF 468 completed this fall;
 - Beaver Mines Water Supply, Pipeline portion of the project low bidder L. W. Dennis Contracting Ltd., mechanical portion to be tendered later in fall;
 - Beaver Mines Water Distribution and Waste Water Collection, Community meeting scheduled September 27, detailed design ongoing.
 - Patton Park Playground reassembly complete, perimeter timbers and gravel installation complete, CSA Certification ongoing.
 - Public Works Office Renovation drywall complete, finishes and millwork ongoing.

Call Logs – attached.

Recommendation:

That the Operations report for the period September 6, 2017 to September 20, 2017, be received as information.

Prepared by: Leo Reedyk



Date: September 20, 2017

Reviewed by: Wendy Kay



Date: September 21, 2017

Submitted to: Council

Date: September 26, 2017

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
535	Beaver Mines		Tennis court upgrade	Stu Weber	Installation is in progress	2016-08-29	
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	Fall Project	2016-10-04	
563	Division 1	NW32 T3 R29 W5	Culvert too short for the road/drove off the edge and damaged his vehicle	Bob Millar	First Call Placed	2016-11-16	
670	Division 3	SW16 T6 R30 W4	RQ to have approach widened	Stu Weber	When crews become available	2016-12-14	
674	Division 3	NE17 T6 R30 W4	Site 30332 TWP6-2A/Hole in the culvert	Bob Millar	First Call Placed	2016-12-08	
753	Division 1	TWP 3-0	Snow drifting issues/Some Brushing needs to be done when conditions allow Russel Road	Stu Weber	Completed	2017-01-31	2017-09-05
909	Division 3	SW4 T6 R1 W4	Culvert and drainage problem N. Side of road	Stu Weber	Scheduled for Sept 12	2017-05-10	
926	Division 1	NW32 T2 R29 W4	RQ Driveway to be graded	Rod Nelson	Unable to do due to condition of driveway	2017-06-27	2017-08-04
939	Division 4	SW15 T7 R29 W4	RQ to have cattle guard cleaned out #29218 TWP 7-2	Bob Millar	Will be done when crew is available	2017-07-13	
941	Division 3	NW16 T6 R30 W4	RQ fence repair RR30-3/TWP6-2A hit by grader in winter	Stu Weber	Completed	2017-07-14	2017-09-12
942	Division 5	NE11 T7 R2 W5	RQ Culvert to be cleaned	Bob Millar	On the culvert list	2017-07-17	
945	Division 4	SW24 T7 R30 W4	RQ driveway for the 1 hour free #7317	Tim Oczkowski	When in area	2017-07-18	
946	Division 2	SE1 T6 R30 W4	#30016 TWP6-0 RQ to have ditches mowed	Mowing Crew	When in the area	2017-07-18	
947	Division 5	BF 75737	Concerns about the large rock preventing fish migration	Stu Weber	Completed	2017-07-18	2017-09-21
948	Division 3	SW21 T5 R2 W5	RQ Driveway to be graded	Henry Dykstra	On the list	2017-07-21	
954	Division 5		Burmis Mountain Estates Road needs attention	Henry Dykstra	Nd water truck & Packer	2017-08-03	
955	Division 3	SW22 T5 R2 W5	They have an electric fence (#2226 & #2535) and would like to know if it is too close to the road	Stu Weber	To be inspected	2017-08-08	

Agricultural Services Call Log

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	2		Wanted water released from Dam(s) to have for fire fighting	Lindsey	refused, would have taken too long to get there	12-Sep-17	12-Sep-17
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MUNICIPAL DISTRICT OF PINCHER CREEK

September 20, 2017

TO: Reeve and Council

FROM: Wendy Kay, Chief Administrative Officer

SUBJECT: Council Remuneration – Kenow Wildfire Briefings

1.0 Origin

The Kenow Wildfire affected the MD of Pincher Creek on the evening of September 11, 2017.

2.0 Background

The Kenow Wildfire entered the MD of Pincher Creek on the evening of September 11, 2017. The MD's Emergency Operations Centre (EOC) was open from Monday, September 11, 2017 to Monday, September 18, 2017.

During the time the EOC was activated, briefing meetings were held throughout the week.

Attendance by Council is not mandatory, but to gain information only. Some Council members attended one or more of these briefings.

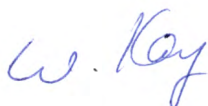
Reeve Hammond was specifically requested on at least two occasions to participate in media conferences, arranged by the Province of Alberta.

Council discussion is required as to whether attendance at EOC briefings, will be an approved Council expense.

3.0 Comment

Direction from Council is requested.

Respectfully submitted,



Wendy Kay

CHIEF ADMINISTRATIVE OFFICER'S REPORT

September 9 to September 21, 2017

DISCUSSION:

- September 11, 2017 Public Info Meeting – Coalfield's School
- September 18, 2017 Nomination Day
- September 21, 2017 Budget

UPCOMING:

- September 22, 2017 Budget (Tentative)
- September 25, 2017 Policies and Plans
- September 26, 2017 Regular Council (Agenda from September 12)
- September 26, 2017 Public Hearing
- September 26, 2017 Regular Council
- September 27, 2017 Beaver Mines Open House
- September 28, 2017 Castle Mountain Development Plan – Technical Meeting
- September 28, 2017 Emergency Services Commission
- October 2 – 4, 2017 Debriefing – Kenow Wildfire Tentative)
- October 3, 2017 Municipal Planning Commission
- October 10, 2017 Policies and Plans
- October 10, 2017 Regular Council
- October 11, 2017 Advance Poll
- October 16, 2017 Local Government Election
- October 24, 2017 Organizational Meeting

OTHER

- 2018 Budget
- Kenow/Waterton Park Fire – Support to Federal and Provincial Governments, and ID #4
- Kenow Wildfire – EOC – September 11 – September 18, 2017

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of September 9, 2017 to September 21, 2017.

Prepared by: CAO, Wendy Kay Date: September 21, 2017

Presented to: Council Date: September 26, 2017

Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries. September 7, 2017 Landowner has contacted the office to inform us that he is actively removing debris and will continue to clean the site further.	November 17, 2016	
79		NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
80	5	SW 18-07-02-W5	RV's/Trailers Permanently located on PTN. Of SW 18-07-02 W5 Entrance to Villa Vega. Questions on Restrictive and use of Land.	Roland	A letter has been sent to the landowner.	May 19, 2017	
81							
82							
83							
84							
85							

Subject: FW: Evacuation Contact Information

M.D. OF PINCHER CREEK

To Wendy Kay and all other MD Pincher Creek staff/council responsible for the wholly inadequate preparation of our beautiful community for this disastrous fire,

You did not have sufficient plans or resources in place for a natural disaster such as this, though we have had faith that you were fulfilling this key role of our municipal government.

You publicly refused to pay heed to the respectful requests from our community to communicate, plan and put resources in place proactively.

You were too busy to set up and manage a Facebook page and perform other basic communications to the benefit of our community in anticipation of this impending disaster; you spent precious time chasing down a supposedly fake page that could have done the job.

At about noon on Monday, September 11th, you told the Parks Canada team that you were carrying on with business as usual in the now shared MD office, despite the obvious flurry of activity and concern occurring within your very building.

Between 7 and 8 pm the same day the Coalfields meeting called by the MD provided outdated Parks Canada information that the fire was not yet in Alberta, yet it had been for at least a few hours and was advancing fast.

You have failed us ultimately.

And now we await word of what we've lost.

We will find resilience and strength within our community but it will not be sought in you.

Kimberly Pearson, M.Sc., P.Biol.
Division One Resident and Property Owner
Mother of Two
Wife of an Amazing Man With Whom I Built Our Home From the Ground Up

Council
Corresp - For Info

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 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 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, or call our General Inquiries line at 1.855.458.6715.

Sincerely,

TransCanada's Public Awareness Team



canadian | association
energy | canadienne
pipeline | de pipelines
association | d'énergie

NEB Enhances Pipeline Damage Prevention Regulations

In June 2016, the National Energy Board (NEB) released an amended version of their *Pipeline Damage Prevention Regulations - Authorizations, and Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies* (together, known as the DPRs). These regulations apply to any NEB-regulated pipeline company and to anyone planning or undertaking an activity near an NEB-regulated pipeline. This publication is intended to help you understand the changes in regulation and how they may impact you.

What are pipeline companies doing to prevent damage?

Damage prevention is a shared responsibility between pipeline companies, regulators and the public.

Federally-regulated pipeline companies are required to ensure landowners, land users and anyone working

around pipelines are aware of the requirements to safely carry out ground disturbance, construction and crossings near a pipeline. The NEB provides regulatory oversight for all parties involved; creating the conditions necessary to hold persons and companies accountable for carrying out these responsibilities.

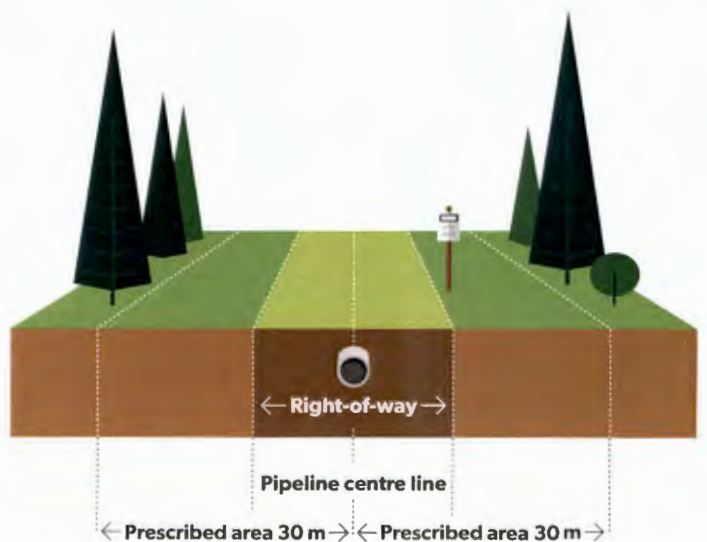
How do the regulations impact you?

Prescribed area

Anyone planning to conduct ground disturbance activities within the prescribed area must make a locate request through their One-Call centre. When a One-Call centre does not exist, they must obtain the pipeline company's written consent directly.

What is the prescribed area?

The prescribed area extends 30 meters from the pipeline centre line.



Agricultural activity

For a vehicle or mobile equipment to be authorized for agricultural activities across the prescribed area, the following conditions must be met:

- The loaded axle weight and tire pressures of the vehicle or mobile equipment must be within the manufacturer's approved limits and operating guidelines; and
- The pipeline company cannot have previously issued a notification identifying the point of crossing as a location that could impair the pipeline's safety or security.

If landowners/users are unsure whether their proposed agricultural activity meets the above conditions, or whether the proposed agricultural activity could jeopardize the safe and secure operation of the pipeline, they must contact the pipeline company **before** crossing the prescribed area with agricultural vehicles or mobile equipment.



i For more info, visit: <https://www.neb-one.gc.ca/sftnvrnmnt/dmgprvntn/crssngs-eng.html>

Administrative monetary penalties

The NEB developed *Administrative Monetary Penalties Regulations (AMP)*, allowing them to impose financial penalties on companies or individuals for non-compliance with the NEB Act, regulations, decisions, permits, orders, licenses or certificate conditions intended to promote safety and environmental protection.

The AMP sections in the NEB Act sets out the maximum daily penalties for both individuals and companies. For individuals,

the maximum daily penalty is \$25,000 for each violation, and for companies, the maximum daily penalty is \$100,000 per violation.

The Act stipulates that **each day** a violation continues, it will be considered a **separate** violation.

Damage prevention

Anyone planning to conduct ground disturbance activities must first contact either the One-Call centre or the pipeline company directly before carrying out activities around a pipeline.

The basic safety steps in regards to damage prevention are:

- Including time for approvals when planning for construction or ground disturbance activities;
- Making a locate request and contacting the pipeline company, and being on site when the pipeline is located to ensure understanding of the locate markings;
- Following the pipeline company's safety measures and the instructions of the on-site pipeline company representative; and
- Obtaining the consent of the pipeline company prior to crossing a pipeline with a vehicle or other mobile equipment.



i For more info, visit: <http://www.neb-one.gc.ca/bts/ctrg/gnnb/dmgprvntnrgltn/index-eng.html>

Click or Call Before You Dig – It's Free

Important Contact Information

Canadian One-Call Centres

British Columbia	1.800.474.6886
Alberta	1.800.242.3447
Saskatchewan.....	1.866.828.4888
Manitoba.....	1.800.940.3447
Ontario.....	1.800.400.2255
Quebec.....	1.800.663.9228

www.clickbeforeyoudig.com

Mobile phone apps

Alberta	Dig Info AB
Saskatchewan.....	Sask 1st Call
Quebec.....	Info-Excavation

Emergency..... 1.888.982.7222

General Inquiries

Phone	1.855.458.6715
Email	public_awareness@transcanada.com

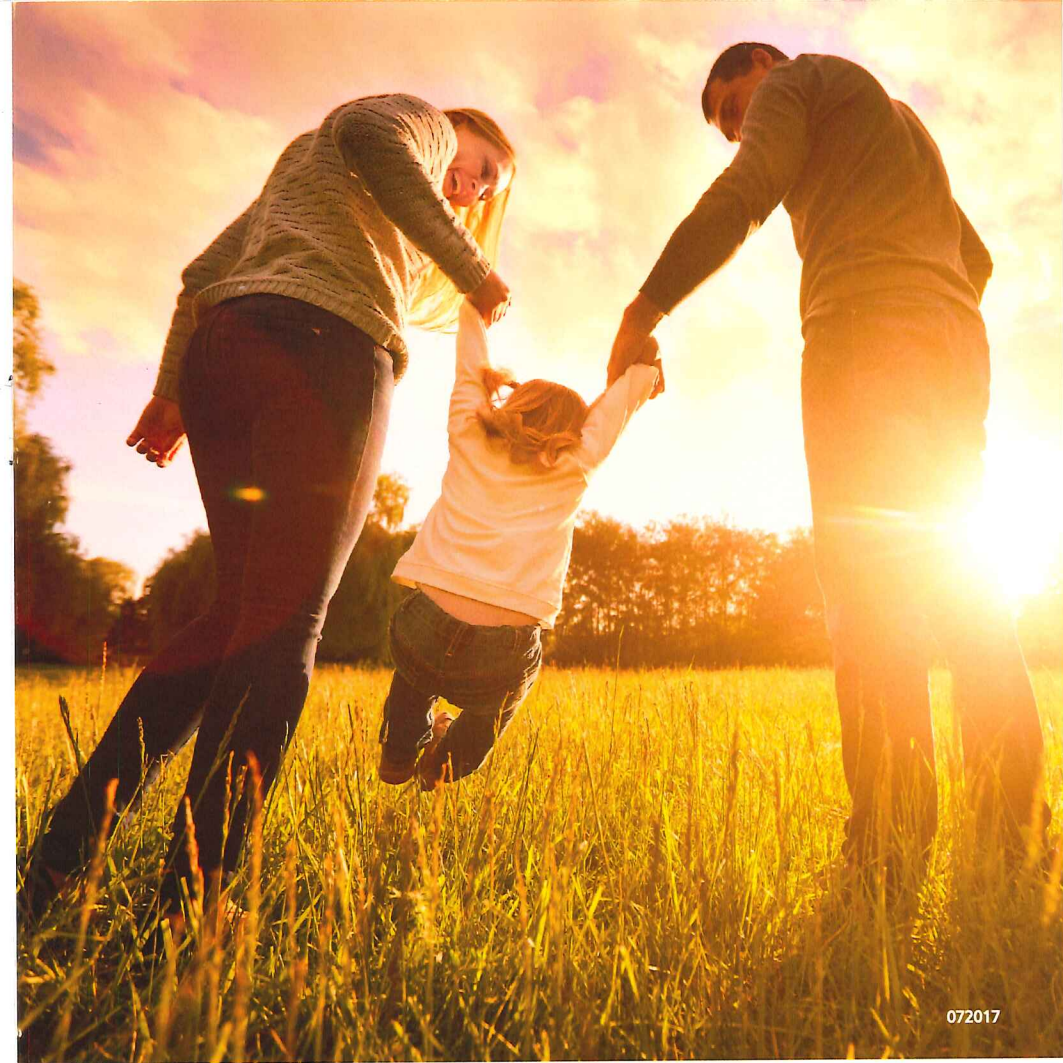
Landowner Inquiries

Phone.....	1.866.372.1601
Email	cdn_landowner_help@transcanada.com

Applying for Written Consent

Online.....	writtenconsent.transcanada.com
Phone.....	1.877.872.5177
Email	crossings@transcanada.com
Quebec Email.....	quebec_crossings@transcanada.com

The majority of TransCanada's pipelines are regulated by the National Energy Board in Canada, with some pipelines regulated provincially. For more information on NEB-regulated pipelines, visit www.neb-one.gc.ca.



072017

Part of Your Community

Important Safety Information – Oil Pipelines

Please retain this brochure for your information.



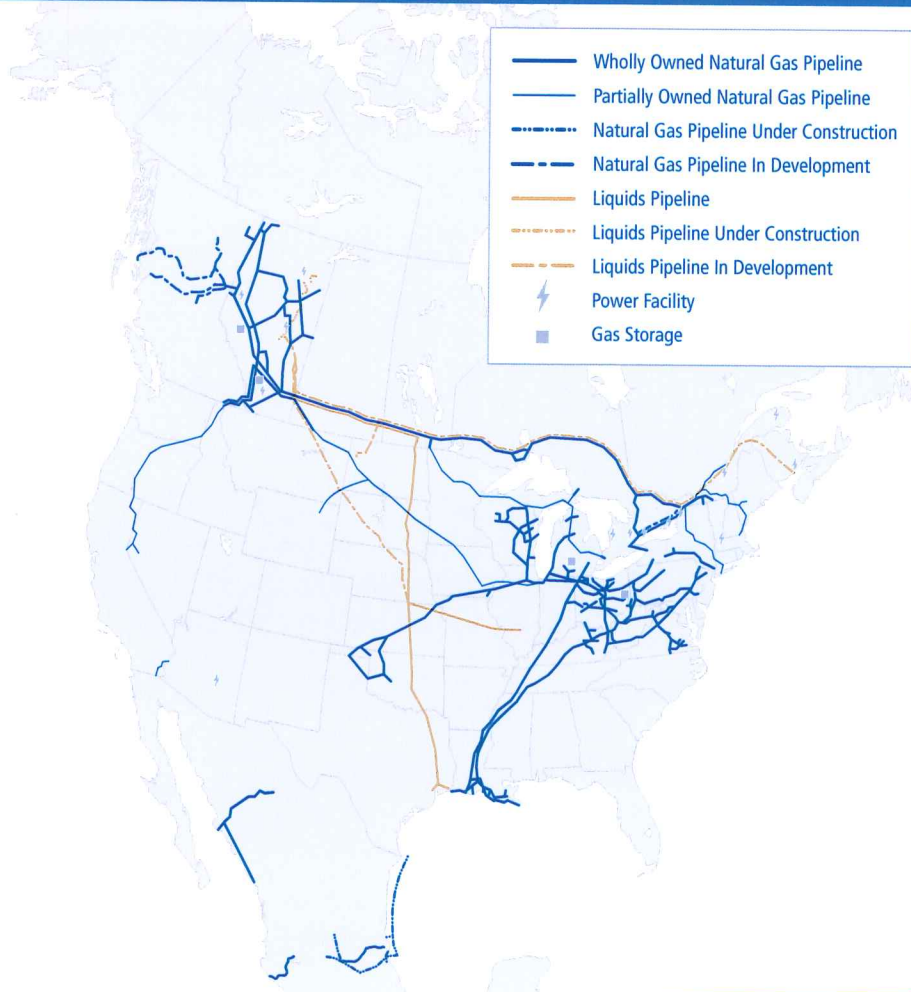
Why are you receiving this brochure?

This booklet contains important safety information about liquids pipelines that transport crude oil and TransCanada has a regulatory obligation to communicate this information to stakeholders that live and work near pipelines. To help you understand the role you play in contributing to pipeline safety, we ask that you review the information provided. If you would like more information or have questions, please contact us at public_awareness@transcanada.com or call **1.855.458.6715**.

Please retain this booklet for your information.









En cas d'urgence liée à un oléoduc, appelez le **1.888.982.7222**. Si vous souhaitez recevoir des informations sur la sécurité des oléoducs en français, veuillez envoyer un courriel à l'adresse public_awareness@transcanada.com ou appelez **1.855.458.6715**.

North American Assets



Standardized Colour Code

When you request a locate, coloured flags and/or paint are used to mark the location and type of underground utility.

-  Proposed Excavation
-  Temporary Survey Markings
-  Electric Power Lines, Cables, Conduit and Lighting Cables
-  Gas, Oil, Steam, Petroleum or Gaseous Materials
-  Communication, Alarm or Signal Lines, Cables or Conduit
-  Potable Water
-  Reclaimed Water, Irrigation and Slurry Lines
-  Sewers and Drain Lines

Being a Partner in Pipeline Safety

Although a pipeline leak is rare, it is important to know how to recognize the signs. Use your senses of smelling, seeing and hearing to detect a potential pipeline leak.

What you may smell

- Many petroleum products have a distinct smell. Crude oil can possess a rotten egg, gasoline, tar or “skunk-like” odour.



What you may see

- Pool of amber or black liquid on the ground above a pipeline or spraying over the pipeline.
- Rainbow sheen or black liquid on top of water.
- Discoloured vegetation on or near a pipeline in an area that is usually green.
- Stained or melted snow/ice over pipeline areas.



What you may hear

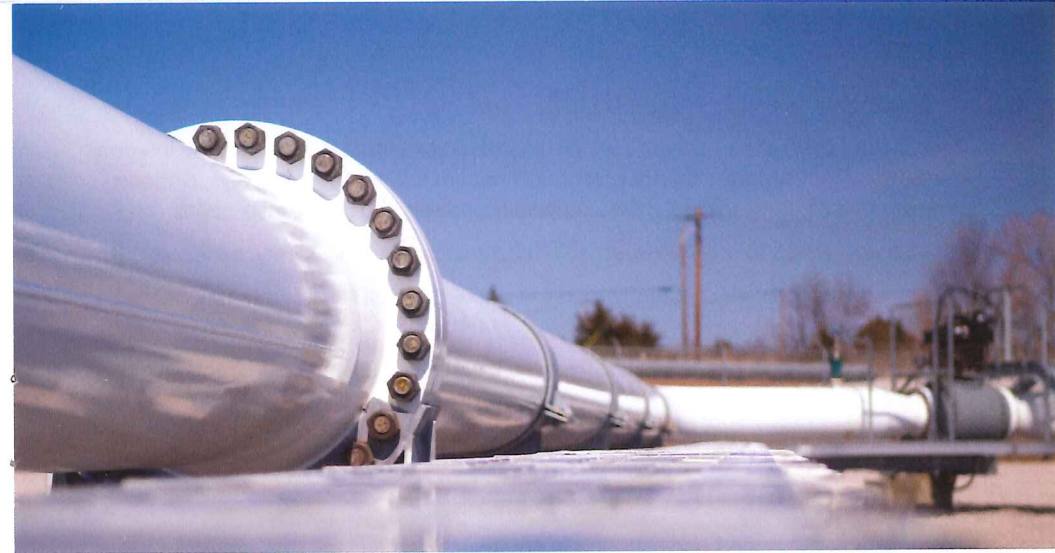
- A hissing or roaring sound – oil travels through the pipeline under pressure. If even a small leak were to occur, there would be an audible hissing, roaring or rushing water sound as pressure is released.



If You Suspect a Leak

If you witness any of the typical signs listed, or any other unusual sights, sounds or smells near a pipeline location, it is important that you follow these steps:

- 1. Leave** the area immediately on foot – do not use motor vehicles or any equipment that could be a potential ignition source.
 - 2. Move** to a safe location, call '911'.
 - 3. Call** TransCanada's emergency number: **1.888.982.7222**. This number can be found on all pipeline marker signs.
 - 4. Avoid** touching the release or inhaling vapours from any leaking liquids.
 - 5. Warn** others to stay away.
-



About Us

TransCanada is a leading North American energy infrastructure company with an industry-leading safety record. For more than 65 years, we have been building, operating, and maintaining pipeline systems in a responsible and reliable way to meet the energy needs of North America.

Our Oil Pipelines

TransCanada owns and operates pipelines and other associated oil facilities including pump stations and tank terminals.

Pipelines

Pipelines are the safest and most efficient method to transport energy to market.

Our pipelines are built using industry best practices, which include using the highest quality materials during construction and implementing routine quality inspections and 24 hour monitoring programs throughout the life of the pipeline.

Pump Stations

Pump stations are located at intervals along the pipeline in order to move oil through the pipeline. Pump stations are driven by electric motors.

Tank Terminals

A tank terminal is an industry term for a storage facility. Tank terminals consist of a number of interconnected storage tanks where oil is collected and measured. Oil is stored in these tanks until it is ready to be transported through the pipeline.

Maintaining Pipeline Safety

- TransCanada conducts a rigorous pipeline maintenance program to ensure the integrity and safety of our systems. This includes but is not limited to ground surveys, cathodic protection, hydrostatic testing, investigative digs, patrols and in-line inspections.
- TransCanada works to meet all applicable federal and provincial safety standards.
- The pipeline facilities are constantly monitored to ensure safety and integrity of the entire system 24/7.
- TransCanada patrols pipeline rights-of-way to identify any unsafe or unauthorized activity within the rights-of-way which could damage the pipeline.

Pipeline Location

- Most pipelines are buried underground in an area of cleared land often referred to as the “right-of-way”. Markers are used to indicate the approximate location of the pipeline, as well as important information such as the pipeline operator, the product shipped in the pipeline, and emergency contact information.
- Only a TransCanada representative can determine the location and depth of the pipeline. Pipelines may not follow a straight course between marker signs, so please ensure you request a locate prior to excavating.
- If you observe any unusual or suspicious activities near a pipeline, please immediately report the issue to law enforcement or the pipeline company.

Approvals for Working around TransCanada’s Facilities

To ensure our pipelines and facilities operate safely, written consent from TransCanada must be obtained in Canada before any of the following:

- Constructing or installing a facility across, on, along or under a TransCanada pipeline right-of-way.
- Conducting ground disturbance (excavation or digging) on or within the prescribed area (30 metres or 100 feet from the centreline of the pipeline).
- Driving a vehicle, mobile equipment or machinery across a TransCanada pipeline right-of-way outside the travelled portion of a highway or public road.
- Using any explosives within 300 metres or 1,000 feet of TransCanada’s pipeline right-of-way.
- Use of the prescribed area for storage purposes.



Safety in the Community

Safety is a core value at TransCanada. We make safety – for ourselves, each other, our contractors and for members of our communities – an integral part of the way we work.

TransCanada’s operations extend across North America with established offices in key communities. Each region is fully staffed with qualified employees trained in pipeline safety and emergency response to ensure the safe and efficient operation of the facilities in the area.

We view the communities in which we operate as emergency response partners. We work collaboratively with these stakeholders on a continuous basis, inviting them to participate in exercises and training.

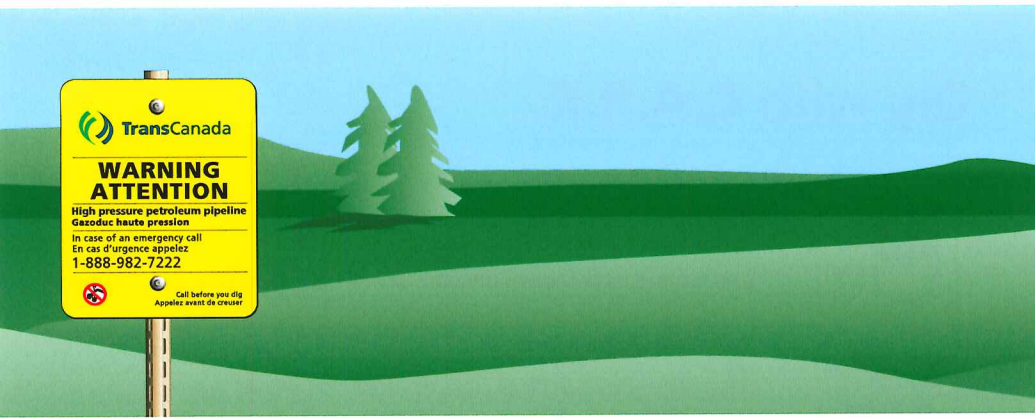
We work with emergency response officials to ensure everyone is familiar with local operations and is ready to respond in the event of an incident.

What to do if you strike a pipeline

A “strike” is any unauthorized contact with a pipeline and can include mechanical equipment like a backhoe or hand tools, such as a shovel. Whether or not the pipe appears to be damaged, if you strike a pipeline, it is important that you follow these steps:

1. Stop all excavation and construction. Shut off all machinery and move away from the area on foot – warn others to do the same.
2. Do not attempt to repair the pipe or operate any valves.
3. Call ‘911’ as soon as you are in a safe location. Describe the situation and inform the operator of any injuries, leaking product or fire.
4. Call TransCanada’s emergency number at **1.888.982.7222** and explain the incident. These numbers are available on all pipeline marker signs.
5. Do not continue your project until authorized by a TransCanada representative.

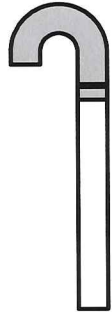
The safety of the surrounding population dramatically decreases when a pipeline is damaged. Contact TransCanada as soon as possible so we can make any necessary repairs.



Warning Sign



Warning Sign



Vent Marker



Aerial Marker

Pipeline Markers

- Pipeline marker signs contain important information, including the owner of the pipeline, the product shipped in the pipeline and emergency contact numbers.
- TransCanada uses a variety of markers and signs along rights-of-way to alert people to the general location of its pipelines. Markers are typically placed where the pipeline intersects roads, railroads, rivers, fence lines and in heavily congested areas.
- **BE AWARE:** Pipeline markers will not designate the exact location, depth or number of pipelines in the area. Contact your local One-Call Centre and TransCanada and other utility companies will send a representative to the proposed excavation site to mark buried utilities at no cost to you.
- It is against the law to willfully and knowingly deface, damage, remove or destroy any pipeline sign. If these signs are missing, damaged or otherwise unreadable, please contact TransCanada to replace them.

Steps Before Starting Work:

- **Make a locate request** either online (www.clickbeforeyoudig.com), via mobile apps (Alberta, Saskatchewan and Quebec) or via phone (see the back of this booklet). The One-Call Centre will notify owners of buried utilities in your area, who will send representatives to make these facilities with flags, paint or other marks, helping you avoid damaging them.
- **Apply for written consent** using TransCanada's new online application form (writtenconsent.transcanada.com or call 1.877.872.5177). Often written consent for minor activities can be obtained directly from a regional TransCanada representative through a locate request.

Consequences of Unsafe Digging



Interrupted services such as electricity, gas and water.

An average of 1,600 underground infrastructures are struck annually in Canada*.



Fines and repair costs to fix the underground utility line(s).

National Energy Board Administrative Monetary Penalties:

- For individuals the daily penalty could range from \$250 to a maximum of \$25,000 per violation.
- For companies the daily penalty could range from \$1,000 to a maximum of \$100,000 per violation.

Visit www.neb.gc.ca for more information.

Provincial bodies also have the ability to fine individuals or companies.



Risk of serious injuries and death.

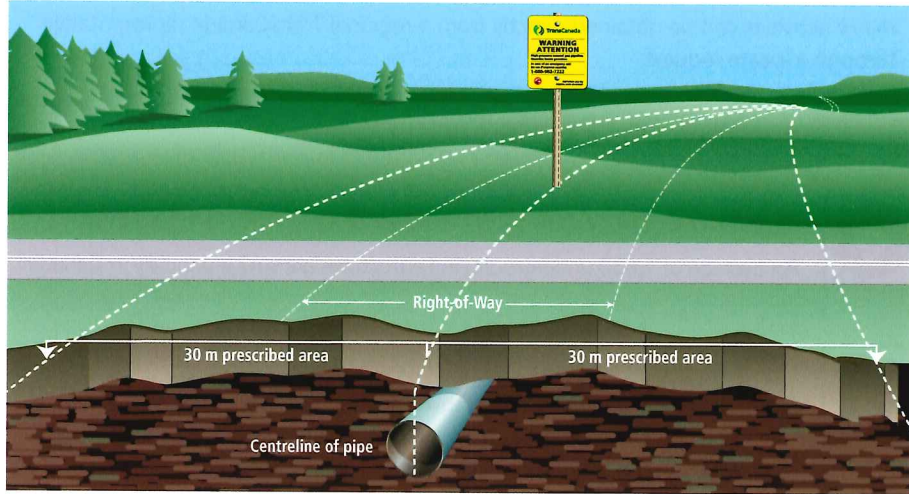
Since 2003, Ontario has had seven fatal accidents due to damaged underground infrastructures by excavation work and British Columbia had 2 fatal accidents and 6 seriously injured workers since 2008*.

*2015, CIRANO, *Socio-Economic Cost Assessment for Damages to Underground Infrastructure*.

What is the prescribed area?

The prescribed area extends 30 metres on either side of the pipeline centreline. Excavation or ground disturbance within this zone requires written consent except for certain types of agricultural activities. See the "Agriculture Safety" section below, or contact TransCanada for more information on permissible agriculture activities.

The existence of the prescribed area does not necessarily mean development of the land cannot occur within the prescribed area, so contact TransCanada early to discuss your plans.



Agriculture Safety

TransCanada wants to ensure the safety of anyone living or working near our facilities, and that includes Canada's active farming community.

Normal farming practices can be completed without notice to TransCanada or contacting the One-Call Centre, but ground disturbance and some other activities can pose a risk to underground utilities and may require written consent.

The activities listed below require written consent:

- Ground leveling
- Sludge spreading
- Clearing/Brushing/Grubbing
- Reducing or adding soil cover
- Trenching
- Earth moving
- Drainage ditch clean out
- Drain tile installation
- Terracing
- Fencing/Landscaping
- Excavation
- Augering
- Ditching
- Stockpiling/Storage/Parking
- Blasting activities
- Building construction
- Controlled burning

Dig with C.A.R.E.



Click or call before you dig

Visit www.clickbeforeyoudig.com or call your local One-Call Centre.



Allow required time for marking

Three business days across Canada (with the exception of five business days in Ontario).



Respect the marks

Lines are marked by flags, paint or other markers (normally yellow for pipelines).



Excavate carefully

Hand dig to determine exact locations of pipelines. A TransCanada representative must be present. All digging must take place during the time allotted by the TransCanada representative.

Pipeline Incidents

A pipeline incident could involve an uncontrolled or unplanned release of oil from the pipeline system. TransCanada's state-of-the-art leak detection systems, elevated safety features and specially trained staff ensure that leaks are quickly identified and addressed.

In the unlikely event an incident should occur, TransCanada will immediately investigate and respond by shutting down the pipeline (if necessary) and dispatching emergency personnel to the location of the incident. Valves spaced at intervals along all TransCanada pipelines will be shut off allowing the oil to be quickly and effectively isolated.

Trained crews dispatched to the site will work to further isolate the area and coordinate a response with local emergency services.

TransCanada will not restart the pipeline until the issue has been addressed and it is safe to do so.

TransCanada's policies and practices for emergency response planning go above and beyond the standard regulatory requirements for emergency response.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 2 (2017)
ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING
Thursday, June 1, 2017 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	David Hawco	Town of Milk River
Tom Rose	Town of Bassano	Louis Myers	Village of Milo
Fred Rattai (absent)	City of Brooks	Christophe Labrune (absent)	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Stacey Hovde (absent)	Village of Carmangay	Henry De Kok	Town of Picture Butte
Jamie Smith	Village of Champion	Quentin Stevick	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson	Town of Coalhurst	Greg Robinson	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson (absent)	Village of Stirling
Dean Ward - alternate	Mun. Crowsnest Pass	Ben Elfring	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Derrick Annable (absent)	Vulcan County
Barb Michel	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor	Town of Granum	David Cody	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
John Willms	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Cameron Mills	Planner
Bonnie Brunner	Senior Planner	Leda Kozak Tittsworth	Assistant Planner
Mike Burla	Senior Planner	Kaylee Kinniburgh	CAD/GIS Technologist
Steve Harty	Senior Planner	Yueu Majok	CAD/GIS Technologist
Diane Horvath	Senior Planner	Jennifer Maxwell	Subdivision Technician
Gavin Scott	Senior Planner	Stacy Olsen	Technician
Cam Klassen	Planner	Barb Johnson	Executive Secretary
Ian MacDougall	Planner		

AGENDA:

1. **Approval of Agenda – June 1, 2017**

2. **Approval of Minutes** – March 2, 2017.....(attachment)
3. **STAFF PRESENTATIONS**

Gavin Scott, Senior Planner – Tiny Homes
Bonnie Brunner, Senior Planner – Solar Energy Systems
4. **Business Arising from the Minutes**.....
5. **Reports**
 - (a) Executive Committee Report..... (attachment & handout)
 - (b) GIS Presentation
6. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2016..... (attachment)
 - (b) Provincial Funding Request
 - (c) Grant Funding..... (attachments)
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2017
8. **Adjournment** – until September 7, 2017.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Ken Galts

THAT the Board of Directors approve the agenda of June 1, 2017, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: John Connor

THAT the Board of Directors approves the minutes of March 2, 2017, as presented. **CARRIED**

3. STAFF PRESENTATIONS

Gavin Scott, Senior Planner – Tiny Homes

Tiny homes are a trend sweeping home improvement channels. The current momentum of the tiny home movement was gained not by the fact that they were introduced by reality programming as a new housing type, but because of the viewing public's fixation on this TV genre. The economy and society as a whole through time has always faced challenges and yet, in North America, this has not resulted in large investments in this type of housing. While these homes are 'cute' and often mobile houses, they are usually impractical as permanent dwellings.

There are two types of tiny homes: a tiny house on wheels, legally considered a recreational vehicle (RV), and a tiny house on a foundation, legally considered a dwelling unit. The RV type must meet CSA approvals and the house must meet Alberta Building Codes. Size generally ranges from 100 to 350 sq. ft.

Most land use bylaws require a minimum floor area for single unit dwellings, generally a minimum 700 sq. ft. and greater. Lot sizes available in most urban settings are generally 50 x 100 feet and are serviced with municipal water and sewer. RV types are required to be located in a campground or specialized recreational or residential district/development.

Bonnie Brunner, Senior Planner – Solar Energy Systems

We live in an area with great solar capacity and the government is promoting this type of electricity.

Climate Leadership Plan (Alberta Government)

- Carbon pricing
- Phasing out coal pollution by 2030
- Cap oil sands emission to 100 megatonnes/yr
- Reduce methane emissions by 45% by 2025
- **Develop more renewable energy**
 - Renewable Electricity Program
 - Micro-generation
 - Energy Efficiency Alberta

Micro-generation – 5 MW or Less

- Small-scale
- Homeowners, small business, municipal buildings (meet own needs)
- Land Use Bylaw considerations:
 - Permitted vs Discretionary
 - Safety Codes
 - Subdivision Design / Building Orientation

Commercial Generation – Greater than 5 MW

- Large-scale
- Generate electricity for revenue
- Land use and other considerations:
 - Site Suitability
 - Access
 - Stormwater Management
 - Weed Control
 - Aesthetics
 - Emergency Response
 - Reclamation
 - Construction Permit Fees

Solar operations require a lot of space: 1 MW - 6 to 10 acres, 5 MW - 40 acres.

The province is releasing the Residential and Commercial Solar Program in June 2017. In-house we are preparing some materials for our municipalities' information. To ensure the best outcome, we suggest producers meet with municipalities early on to determine municipal priorities and where they can be sited.

*** Both of the above presentations will be e-mailed to all Board Members.**

4. BUSINESS ARISING FROM THE MINUTES

None.

5. REPORTS

(a) Executive Committee Report (attachment & handout)

- A letter from the Executive Committee was handed out outlining that ORRSC is aware of all the plans that will be required due to changes to the Municipal Government Act and the roll-out of the South Saskatchewan Regional Plan. ORRSC is prepared to meet all of your planning requirements over the next few years and is building a schedule that ensures your plans will be completed in a timely fashion. Member municipalities can directly award the provision of Statutory Plans, Land Use Bylaws and various other reports to ORRSC without the necessity of a Request for Proposal (RFP). While this doesn't preclude you from going to private consultants, it does add costs to the Commission, for the time spent preparing RFPs and in the form of lost revenues should you award the contract elsewhere.

Moved by: Greg Robinson

THAT the Board of Directors accept the letter regarding ORRSC Shared Services and circulate it to all member municipalities' Mayor/Reeve, Council and Administration. **CARRIED**

Moved by: Jane Jensen

THAT the Board of Directors receive the Executive Committee Report for the meetings of April 13 and May 11, 2017, as information. **CARRIED**

(b) GIS Presentation

- Kaylee Kinniburgh, CAD/GIS Technologist, presented an update on GIS department activities:
 - Orthophotos have been flown and will be delivered in July
 - Two committees are being formed to get input from the GIS users:
 1. GIS Advisory Committee (GIS users)
 2. Tangible Capital Assets Advisory Group (Financial & Public Works)
 - New client this year - City of Brooks
 - New project - development permit tracking imbedded in GIS for development officers to have one place to reference for development

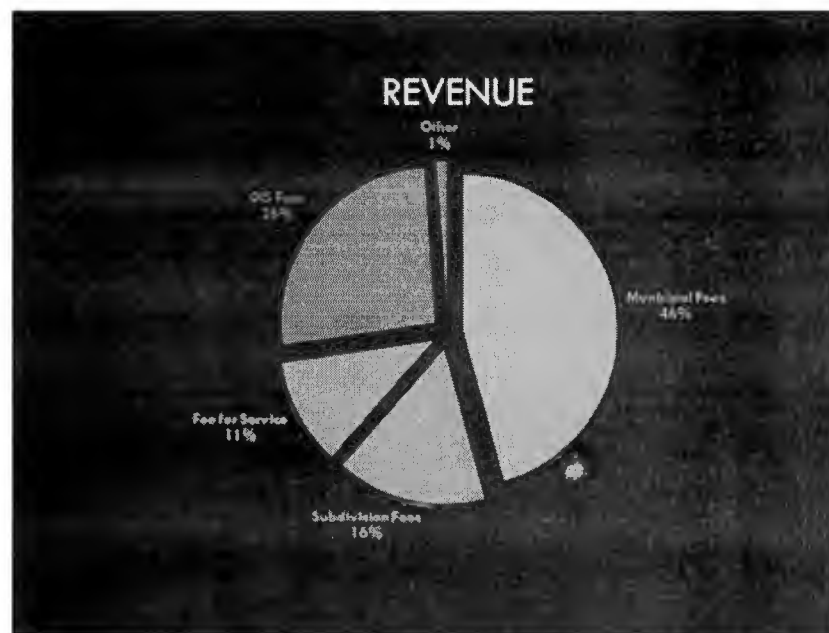
6. BUSINESS

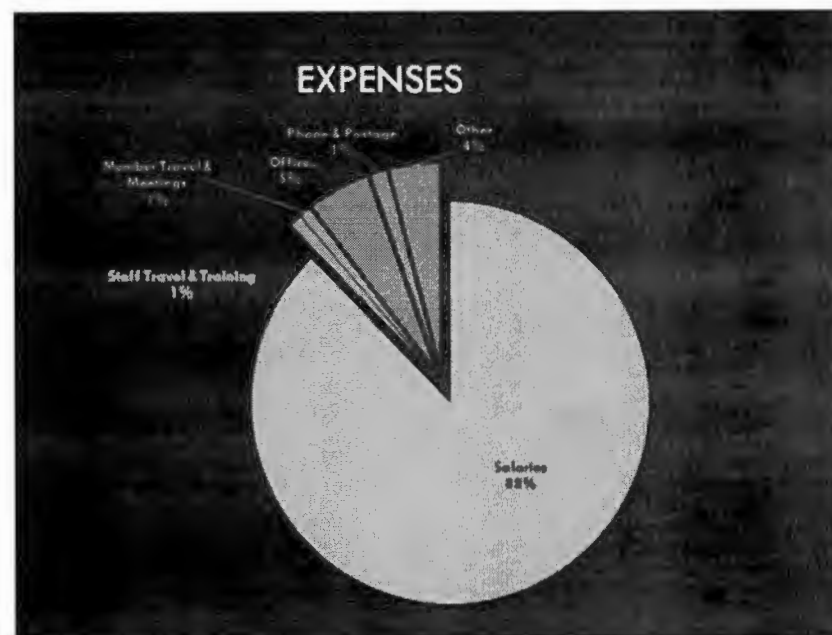
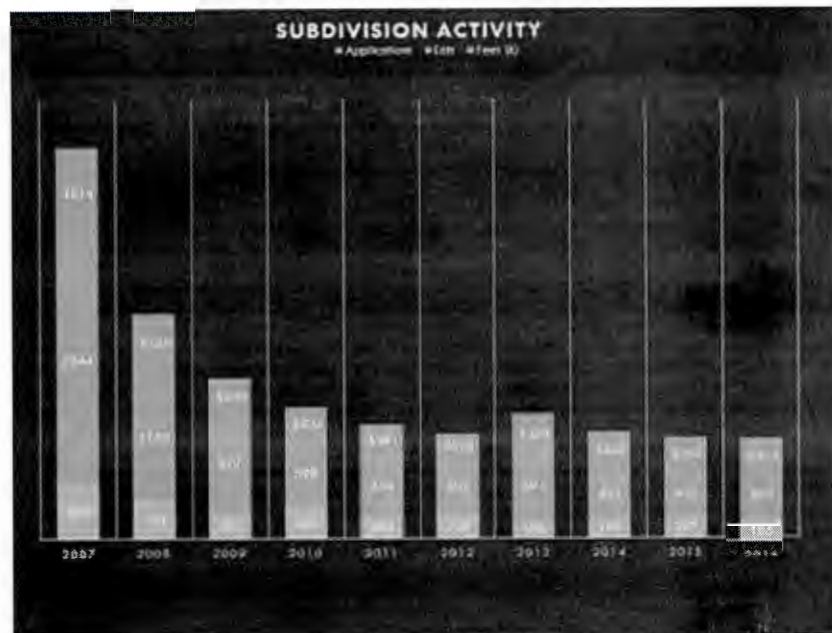
(a) Draft ORRSC Annual Report and Financial Statements 2016

- The Board of Directors has delegated to the Executive Committee the responsibility for financial concerns, including budget preparation, approval of accounts and the appointment of an auditor, and the approval of the Audited Financial Statements for submission to Alberta Municipal Affairs prior to May 1 of each year; however, the Board does review and ratify those decisions. Highlights of the 2016 audited financial statements are as follows:

HIGHLIGHTS

	2015 - \$	2016 - \$
Net Revenues	2,063,824	1,969,921
Membership - Planning	875,845	900,640
Membership - GIS	487,038	514,721
Subdivision	298,481	310,730
Fee-for-Service	383,240	221,104
Net Expenses	1,899,484	1,896,267
Salaries & Benefits	1,614,726	1,664,515
Excess of Revenues over Expenditures	171,151	72,968
Internally Restricted Net Assets (Reserves)	49,905	99,905
Total Equity	806,865	941,111





Moved by: Ben Elfring

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2016. **CARRIED**

(b) Provincial Funding Request

- Alberta Municipal Affairs responded to ORRSC's request for annual funding in a letter dated March 17, 2017 (see agenda). They stated that operating costs for municipal services, including land-use planning and development, are not eligible for funding under the Alberta Community Partnership (ACP) program. The metropolitan boards of Calgary and Edmonton produce and implement regional growth plans — this is the focus of the province's current funding support for these boards.
- Member municipalities, when seeking to fund intermunicipal plans, are eligible for ACP funding. Member municipalities may also allocate portions of their municipal sustainability initiative to ORRSC.

(c) Grant Funding

- **\$500,000** ACP Grant to prepare an MDP Guidebook – to be completed before the municipal elections in October 2017 – funds shared among 5 planning agencies
- **\$200,000** ACP Grant for Orthophoto Project (sponsored by Olds) – funds to the company flying the orthophotos
- **\$200,000** ACP Intermunicipal Collaboration Grant for Rural Intermunicipal Development Plans (sponsored by MD of Taber) – funds to ORRSC

7. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2017**

Moved by: **Louis Myers**

THAT the Board of Directors have reviewed and ratified the Summary of Balance Sheet and Statement of Income for the 3-month period: January 1 - March 31, 2017. **CARRIED**

8. ADJOURNMENT

Moved by:

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:05 p.m. until **Thursday, September 7, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____
